



# APPLICATION FOR RESIDENCY INFORMATION & CHECKLIST

**Casa Serena, 2610 Grandview Hwy S., Vancouver BC V5M 4P5**  
**Telephone (604) 433-1778      Email: [info@casaserena.ca](mailto:info@casaserena.ca)**

## Housing Program

- 90-unit facility. All 1-bedroom units. 3 Storey Building with Elevators.
- No in-suite laundry. 2 Laundry Rooms are located on the 1<sup>st</sup> floor. Card operated.
- For Single and Double Occupancy family. No more than 2 persons of 1 family per unit.
- Seniors Independent Living. Low Income Housing. Tenant Rent subsidized by BC Housing.
- Rent is based on Income. Calculated at 30% of gross monthly income plus a rate assessed on assets. (*Subject to changes and personal calculations of earnings and financial portfolios*)
- Utilities (heat & water) are included in the rent.
- Television, Telephone, and Internet are not included.
- Parking is not included. Limited spots available and subject to availability.

## Qualifications

- Be 60 years of age or more (55 years or more with disability)
- Demonstrate the ability to live independently.
- Be a Canadian Citizen and have resided in BC for the past 5 years
- Qualify for BC Housing Rent Subsidy, and continue to qualify to maintain residency
- Subject to Housing Income Limits (maximum gross household income)
- Subject to Financial Review
- Show proof of Covid vaccination

## Important Information

- Casa Serena is a **Seniors Only, Low-Income Independent Living Facility**.
- We do not offer physical, mental health or wellness supervision, treatments, or support.
- Casa Serena is not staffed 24/7.
- Tenancy Agreements are month-to-month.
- Some applicants with certain disabilities may be restricted to availability on the 1<sup>st</sup> floor.
- Non-Smoking facility. No Pets. Strictly enforced. Tenancy will be terminated for breach of these policies.
- Applications submitted do not constitute any assurance or agreement to provide housing or be automatically placed on a waiting list. All applications are subject to review and based on qualifications, suitability, needs and availability.
- Waiting list priority is subject to change based on needs and availability.
- Residents are required to submit financial documents on an ongoing regular basis (and as requested) to process rent reviews, increases and/or adjustments.
- Pre-Authorized Debit Agreement will need to be signed for monthly rental payments that are automatically withdrawn from your financial institution. No Cash. No Cheques.

**Suggested Recommendation:** *As some documents are required on a regular basis for annual rent reviews and follow-up reviews, for convenient and timely access of documents, we recommend tenants:*

- Be registered for **online banking** (for availability of statements). Check with your financial institution.
- Visit [www.canada.ca](http://www.canada.ca) Canada Revenue Agency 1-800-959-8281
  - Register for **MyService Canada account** (for access of entitlement letters and benefit statements)  
<https://www.canada.ca/en/employment-social-development/services/my-account.html>
  - Register for **CRA my account** (for access of tax returns)  
<https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>



## APPLICATION CHECKLIST

**EMAIL:** Our Preferred Method. Send all documents in 1 email please.  
Email to: [application@casaserena.ca](mailto:application@casaserena.ca)

**DROP OFF:** You can also drop off in person and we can scan/copy as required. As this takes time, and office hours and availability can vary, we recommend calling in advance or schedule an appointment. (604) 433-1778

**MAIL:** Casa Serena Office  
2610 Grandview Hwy S., Vancouver B.C. V5M 4P5

## Documents Required: for Initial Application

*Do not provide original documents that you require to be returned as documents may be deleted or shredded. We can scan them if you are unable to send electronic files. All documents become the property of Casa Serena and shall be kept confidential and secure.*

1. Application for Residency Form. Please ensure to complete in full. Incomplete forms may not be reviewed unless complete.
2. Copy of Government Issued ID & Proof of Canadian Citizenship
3. Proof of Vaccination
4. Copy of most recent Income Tax T1 Return & Notice of Assessment
5. Copy of your last 6 months of bank statements of all accounts for all applicants for all solely and jointly owned with spouse(partner) or other individuals.

## Additional Documents Required: for Applicants selected for further consideration

If you are selected for potential consideration and/or as a vacancy may become available for which we believe you may qualify, additional (or updated) documents will be required including but not limited to:

1. Proof of residency in BC for more than 5 years
2. References. *Types of references: landlord, employment, personal*
3. Service Canada Entitlement letter. *Once requested from CRA, there can be lengthy processing delays for them to mail. Having a CRA myaccount, myservice canada login allows documents to be printed immediately. These documents are also required for annual and follow-up rent reviews.*
4. Completed BC Housing Application for Rent Subsidy Form.
5. Declaration of Income & Assets form.
6. If employed, paystubs from the last 8 pay periods.
7. Updated financial information (bank statements) to the current period including Bank Confirmation of financial portfolio.
8. *May be required:* Criminal Record Check.
9. *May be required:* Medical Questionnaire.

All applications are subject to in-person interviews.