

To be eligible for placement on the WHA Ownership Waitlist for purchasing an Employee Housing Unit, you must meet the following criteria:

Please initial each page 1 through 4 to confirm that you have read and understand the Qualifications:

1. All applicants must be 19 years of age or older, **Canadian Citizens or Permanent Residents**, and must be **Qualified Employees or Qualified Retirees**. Applicants must fulfill a minimum average of 30 hours of work per week on an annual basis working for a **Qualified Whistler Business**. See definitions below for further clarity:

Qualified Employee- An individual who is employed or self-employed a minimum average of at least 30 hours per week on an annualized basis by a **Qualified Whistler Business**.

Qualified Retiree- An individual who:

- (i) is at least 55 years of age;
- (ii) has ceased full-time employment but who has been a **Qualified Employee** (defined above) for at least 10 of the past 12 years, immediately prior to ceasing full-time employment; and
- (iii) since ceasing full-time employment has continued to reside in Whistler, Squamish, or Pemberton on a permanent basis.

Qualified Whistler Business- An individual, partnership, or incorporated body, with one or more employees, which operates a business in Whistler that:

- a) holds a valid RMOW business license, which is not a 'non-resident business license', or is legislatively exempt from business licensing requirements (e.g. schools); and
- b) has an office or premises that are physically located in Whistler or at the Whistler Olympic Park; and
- c) is permitted use of the business premises under the Municipality's zoning bylaw; and
- d) is primarily and directly servicing Whistler local residents, Whistler homeowners, Whistler businesses or Whistler tourists:
 - o The business derives more than 75% of its business income/services from Resort Municipality of Whistler local residents, tourist, or Whistler local businesses.
 - o This includes businesses that were initially established & operated to produce goods and services for the Whistler local market meeting a) – d) above during their

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start up phase and continue to operate and produce products and provide services in Whistler.

Primary Residence- The residence which is the place the applicant(s) continually occupy as a resident on a full-time basis. Each household will only have one primary residence.

2. Applicants, and their spouse (if applicable), must not own, either personally, jointly, or indirectly through business assets any real estate or land **anywhere in the world**, unless:
 - a) The applicant is “underhoused” in their primary residence whereby:
 - (i) A single individual or couple owns a dwelling in Whistler, which they reside in as their primary residence, and it is less than 400 sq.ft.
 - (ii) A couple/single parent with one or more children owns a dwelling in Whistler, which they reside in as their primary residence, and it is less than 850 sq. ft.
 - b) The applicant’s real estate is located in Squamish or Pemberton and is occupied only as their **Primary Residence**.

In the case where an applicant qualifies under section 2.a) or 2.b) above, if the applicant purchases an Employee Housing Unit the applicant must sell their other residential real estate no later than six months after occupying the Employee Housing Unit.

- c) The applicant owns and occupies an Employee Housing Unit with both occupancy and resale restrictions as their primary residence. These are typically WHA Ownership units acquired through the WHA Ownership Waitlist.

When the owner purchases a different Employee Housing Unit they are required to sell their existing Employee Housing Unit immediately after purchasing their new Employee Housing Unit.

3. Couples or any unrelated persons planning to hold joint title on their Employee Housing Unit may apply for the Ownership Waitlist jointly if each individual meets all the WHA Ownership Requirements. Subsequently adding a Qualified Employee or Retiree to the Ownership Application as a joint applicant may result in another Waitlist Registration Fee being applied.
4. Applicants are required to disclose all members of their household including any common law or spousal relationship. Failure to do so may result in an applicant being removed from the Ownership Waitlist or prevented from purchasing an Employee Housing Unit. Couples in a common law or spousal relationship may not maintain separate Ownership Waitlist positions.
5. All applicants (prospective owners and occupants) must plan to occupy the Employee Housing Unit as their permanent **Primary Residence** (see definition above) on a full-time basis.
6. Applicants are placed on the WHA Ownership Waitlist on a first-come-first-serve basis. Waitlist position and unit allocation are not transferable.
7. Before being added to the WHA Ownership Waitlist, applicants must be pre-approved for a mortgage that corresponds to their desired Employee Housing Unit type and must attach confirming documentation of mortgage pre-approval signed by both the applicant and the

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financial institution completing the mortgage pre-approval on behalf of the applicant.

8. Applicants may select as many projects and unit types as they like if they have been pre-approved for a mortgage amount over the purchase price of the selected units.
9. All applicants are required to sign their Application confirming the accuracy and truthfulness of their Application, and to submit suitable documentation substantiating their citizenship, employment at a Qualified Whistler Business, and mortgage pre-approval.
10. All applicants will be required to pay an initial Waitlist Registration Fee of \$50.00, which is a non-refundable fee required at the time of Application submission.
11. The WHA Ownership Waitlist eligibility criteria as stated in these Guidelines must continue to be met throughout the entire duration that an applicant is positioned on the WHA Ownership Waitlist. Inability to successfully continue to meet the eligibility requirements (i.e. Full-Time employment for a **Qualified Whistler Business**, ownership of no other permitted and disclosed real estate, etc.) will result in immediate removal from the Ownership Waitlist.
12. The WHA reserves the right to reconfirm an applicant's eligibility criteria at any time an applicant is positioned on the WHA Ownership Waitlist and at the time of purchase of an Employee Housing Unit. This includes providing the WHA with the applicant's most recent tax filing (T1 General Income Tax Return) at the time of purchasing an Employee Housing Unit in order to confirm spousal relationships and real estate ownership and supporting documentation to verify employment eligibility.
13. All applicants wishing to remain on the WHA Ownership Waitlist will be required to complete the Annual Waitlist Confirmation process acknowledging their continued eligibility to remain on the Ownership Waitlist. This process includes payment of an Annual Waitlist Participation Fee in the amount of \$100.00.
14. Applicants understand and agree that email is the WHA's primary form of communication, and that all correspondence related to purchase opportunities, the Annual Waitlist Confirmation process, and any other general correspondence will be sent in email format unless otherwise specified by the WHA. It is the applicant's responsibility to ensure their most current email address is on file with the WHA to avoid missing any purchase opportunities and important communication. Applicants are responsible for ensuring that emails are not being filtered to spam and to contact the WHA if they have concerns that they are not receiving emails.
15. Information and/or documentation provided to either Employee Housing Program (Rental or Ownership Programs) can be cross-referenced and used for both programs.
16. In keeping with the Canadian Anti-Spam Legislation (CASL), the Whistler Housing Authority (WHA) needs to confirm your consent in order to provide you with relevant and informative employee restricted housing notifications via electronic mail. By completing the WHA Ownership Waitlist Application, you agree to give your consent to the WHA to send you information regarding the Employee Housing Program via email. Should an applicant change their mind about receiving emails in the future, they may withdraw consent and unsubscribe from any of the WHA communications at any time. For more information on Canada's Anti-Spam Legislation (CASL), please visit the Government of Canada's website at: www.FightSpam.gc.ca.

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EMPLOYEE OWNERSHIP HOUSING REQUIREMENTS

1. Purchasers of an Employee Housing Unit must comply with the WHA's resale policies and the Employee Housing restrictions as outlined in the Resort Municipality of Whistler (RMOW) housing covenants that are registered on title of the Employee Housing Unit. Failure to do so may result in the required sale of the Employee Housing Unit. To view the housing covenants, visit <https://whistlerhousing.ca/pages/legal-documents>.
2. Purchasers of an Employee Housing Unit must agree to the registration of the Resort Municipality of Whistler's Housing Agreement, Right of First Refusal and Option to Purchase current at the time of completion of purchase.
3. Employee Housing owners must complete a Statutory Declaration on the occupancy and use of the Employee Housing Unit at least annually and as requested by the WHA on behalf of the Resort Municipality of Whistler.
4. Applicants who purchase an Employee Housing Unit and wish to remain on the WHA Ownership Waitlist will have their names moved to the bottom of the Ownership Waitlist immediately after they purchase an Employee Housing Unit and will have to meet the current Program requirements.
5. Owners who are on the WHA Ownership Waitlist must be in good standing with the WHA, including having completed their Occupancy or Statutory Declarations upon request, and having used and occupied their Employee Housing Unit in compliance with the Housing Agreement registered on title of their unit.