

This checklist is to help guide you through the steps of completing your [Online Rental Application](#).

To be eligible for the Employee Housing Rental Program the Primary applicant must be a Canadian Citizen or have Permanent Resident (PR) status in Canada, and must be working a minimum of 30 hours a week on an annual basis for a [Qualified Whistler Business](#). WHA Rental Rates are based on 30% of the tenant's gross household income.



BE PREPARED TO DISCLOSE AND IDENTIFY ALL OCCUPANTS

Gather the supporting documents for the following household members:

- ✓ Status in Canada ID for the primary applicant
- ✓ + Any secondary applicant (*usually a spouse*)
- ✓ + All dependants (*usually children under the age of 18*)
- ✓ Any spouse or common-law partner (*regardless of whether they will be living in the unit or not*)

All of the people described above form the **total household** of your application.

It is OK if a spouse or dependant of the Primary applicant does not meet the eligibility requirements for employment or citizenship. Spouses and common-law partners are required to complete the verification process, even if they don't plan to live in the unit.



BE PREPARED TO UPLOAD RECENT TAX DOCUMENTS

Rental waitlist applicants will be required to provide the most recent years tax documentation confirming the income for all household members over the age of 19 on an annual basis. This includes all occupants as well as spouses, regardless of their intention to live in the rental unit.

The following documents will be required to be submitted to confirm Gross Household Income:

- ✓ **T1 General Tax Form**- Full T1 form including any extra supplements and additional forms.
and
- ✓ **Notice Of Assessment (NOA)**- This is a confirmation statement sent by the Canada Revenue Agency (CRA) to taxpayers detailing the amount of income tax owed or credited.



BE PREPARED TO CONFIRM WHISTLER EMPLOYMENT

An Employee is defined as: Either employed or self-employed on an annual basis for an annual average of at least 30 hours per week, employed by a Qualified Whistler Business; **or** is now retired, at least 55 years of age and has ceased active full-time employment but who has been an Employee (defined above) for at least 10 of the past 12 years, prior to ceasing full-time employment and has continued to reside in Whistler, Squamish, or Pemberton on a permanent basis.

The following documents are required from the primary applicant to confirm their Whistler Employment:

- ✓ A recent **paystub** from a [Qualified Whistler Business](#); **or**
A recent **dated letter** from a [Qualified Whistler Business](#) that includes:
 - Average number of hours worked per week *or*
 - Total number of hours worked year to date *and*
 - Name and contact details for the employee's supervisor
- ✓ If you are Self-Employed you must be able to provide supporting documentation that confirms:
 - Valid RMOW Business License (*Non-Resident RMOW Business Licenses are not permitted*); and
 - An office or premises that are physically located in Whistler; and
 - Permitted use under the municipality's zoning bylaw; and
 - The business must primarily and directly service Whistler local residents, Whistler homeowners, Whistler businesses or Whistler tourists, **and**, either:
 - *For Commercial (non-residential) premises, provide services within the RMOW boundary; or*
 - *For a home based or mobile business, have more than 75% of business income from Whistler local residents, tourists or Whistler local businesses.*



BE PREPARED TO DECLARE ANY OWNED REAL ESTATE

As of April 2022, under the direction of council the RMOW has amended their [K-01 Housing Policy](#). Our Employee Housing Rental Program no longer requires an asset verification and no longer has an asset limit for our applicants. To qualify for Employee Rental Housing, applicants or the spouse or common-law partner must not own either personally, jointly, or indirectly through business assets any real estate with a residential component anywhere in British Columbia.

- ✓ **Real Estate Confirmation** – declare any residential Real Estate Ownership in British Columbia for all household members.

**SCAN or CLICK TO APPLY
TO THE RENTAL
PROGRAM**



HELPING TO MAKE **WHISTLER** THE PLACE YOU CALL HOME

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