



Helping to make WHISTLER the place you call HOME  
#325- 2400 Dave Murray Place, Whistler BC, V0N 1B2  
phone: (604) 905-4688 fax: (604) 932-4461  
email: [mail@whistlerhousing.ca](mailto:mail@whistlerhousing.ca)  
website: [www.whistlerhousing.ca](http://www.whistlerhousing.ca)

## Checklist for Completing Application to Purchase Resident Housing

Please check off applicable boxes once completed and attach this checklist to your Application.

I/we have:

- Read and understood **Guidelines for the Waitlist Process.**
- Completed the **Purchase Application**, including confirmation of your household makeup in point 6 of the attached Purchase Application. Applicants are required to disclose **all members of their household** including any **common law or spousal relationship**.
- Attached signed documentation confirming mortgage pre-approval amount.
- Selected projects and unit **types on the Project Price and Unit Selection Sheet.**
- Attached documentation declaring the details of ownership or part ownership in any real estate anywhere (i.e. copy of the most recent property assessment(s))
- Attached documentation confirming current employment in Whistler.  
This must be a letter or confirmation of employment contract. Paystubs alone are not accepted.
- Provided original documentation confirming Canadian citizenship or Permanent Residency to the WHA Office. **Note: A Driver's License is not sufficient proof of citizenship.** Canadian Passports or Canadian PR Cards are preferable.
- Attached \$50.00 payment for the **Waitlist Registration Fee.**  
Cash or cheques made payable to the Whistler Housing Authority will be accepted.  
The WHA cannot accept debit or credit for this payment.
- Have the Application signed by a Commissioner for taking Affidavits for the Province of BC. **This can be done free of charge at the WHA Office (325-2400 Dave Murray Place Picture). ID is required and for joint applications both applicants must be present.**

Personal information requested through this application process is collected and used solely for the purpose of processing and administration of this application as authorized by the Freedom of Information and Protection of Privacy Act.



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## Guidelines for the Purchase Waitlist Process

### Resident Restricted Housing Purchase Waitlist Policy

To be eligible for placement on the WHA Purchase Waitlist for purchasing a resident restricted housing unit, you must meet the following criteria:

- 1) All applicants must be of legal age, Canadian citizens or Permanent Residents, and must be qualified Employees or qualified Retirees. Applicants must fulfill a minimum average of 20 hours of work per week on an annual basis within the Resort Municipality of Whistler (RMOW). See Definitions below for further clarity.

#### Definitions:

**Employee-** An individual who is employed or self-employed for an average of not less than 20 hours per week on an annual basis at a business located within the boundaries of the Resort Municipality of Whistler which holds an RMOW Business License. Self-employed employees must have a valid RMOW Business License related to their Whistler employment; confirm their work directly contributes to and participates within the local Whistler economy; and fulfill the minimum average of 20 hours of work per week on an annual basis.

**Retiree-** An individual who has ceased active employment but who has been an Employee as per the above definition for five of the six years prior to ceasing employment.

**Primary Residence-** the residence which is the place the applicant will continually occupy as a resident on a full-time basis.

- 2) Applicants, or their spouse, must not own, either personally, jointly, or indirectly through business assets any real estate anywhere, unless:
  - a) The applicant is “underhoused” whereby:
    - i) A single individual or couple owns a dwelling, 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, 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 as their **primary residence**.
  - c) The applicant qualifies under the WHA Affordability Criteria (*request documentation from the WHA for consideration*).

In the case where an applicant qualifies under any of the exceptions above, if the applicant purchases a resident restricted unit the applicant must sell their other residential real estate **no later than six months** after occupying the resident restricted unit.

Existing owners of a **rent and resale resident restricted unit** who wish to buy a different rent and resale restricted unit qualify to be on the Purchase Waitlist as long as they do not own any other real estate. When the owner purchases a different restricted unit they are required to sell their existing restricted unit **immediately after purchasing a new restricted unit**.

If a local resident does not qualify under the criteria above, there is an opportunity to request special consideration based on housing affordability to the Whistler Housing Authority. Inquire at the WHA office on this process for special consideration

- 3) Couples or any unrelated persons planning to hold joint title or joint tenancy may apply for the Purchase Waitlist jointly (as long as each individual meets all the qualifications). Any qualified applicant may go on joint title with any

successful applicant.

- 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 Purchase Waitlist or prevented from purchasing a restricted unit.
- 5) All applicants (prospective owners and tenants) must plan to occupy the unit as their permanent Primary Residence on a full-time basis (see definition above).
- 6) Applicants are placed on the Purchase Waitlist on a first-come-first-serve basis. Waitlist position and unit allocation are not assignable.
- 7) Before being added to the Purchase Waitlist, applicants must be pre-approved for a mortgage that corresponds to their desired unit type, and must attach confirming documentation of mortgage pre-approval signed by the applicant and 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, provided that they have been pre-approved for a mortgage amount for the selected units.
- 9) All qualified applicants will be required to sign a Statutory Declaration confirming the accuracy of their application, and to submit suitable documentation substantiating their citizenship, employment in Whistler, and mortgage pre-approval.
- 10) All applicants will be required to pay a one-time Waitlist Registration Fee in the amount of \$50. The Registration Fee applies to all new Resident Restricted Housing Purchase Waitlist applicants and is a non-refundable fee required at the time of application submission.
- 11) The Purchase Waitlist eligibility criteria as stated in these Guidelines must continue to be met throughout the entire duration that an applicant is positioned on the Purchase Waitlist. Inability to successfully continue to meet the eligibility requirements (ie. employment in Whistler, ownership of real estate, etc.) will result in immediate removal from the Purchase Waitlist.
- 12) The WHA reserves the right to reconfirm an applicant's eligibility criteria at anytime an applicant is positioned on the Purchase Waitlist and at the time of purchase of a Resident Restricted unit. This includes providing the WHA with an applicant's most recent tax filing (T1 General Income Tax Return) in order to confirm spousal relationships and real estate ownership.
- 13) All applicants wishing to remain on the WHA Purchase Waitlist will be required to complete the Annual Waitlist Confirmation acknowledging their continued eligibility to remain on the Purchase Waitlist. Taking place annually, this process includes payment of an Annual Waitlist Participation Fee in the amount of \$100.
- 14) Applicants who purchase a resident restricted unit and still wish to remain on the Purchase Waitlist will have their names moved to the bottom of the Purchase Waitlist immediately after they purchase a unit.
- 15) Applicants who purchase a resident restricted unit must be prepared to abide by the WHA's resale policies and the resident housing restrictions as outlined in the housing covenants that will be registered on title of the resident restricted unit. To view the housing covenants, visit <https://www.whistlerhousing.ca/pages/legal>. Failure to do so may result in removal from the WHA Purchase Waitlist.
- 16) 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.
- 17) 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 resident restricted housing notifications via electronic mail. By completing the Application to Purchase Resident Housing, you agree to give your consent to the WHA to send you information regarding the Resident Restricted Housing program via email. Should you change your mind in the future, you may withdraw your consent and unsubscribe from any of our 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.ca](http://www.FightSpam.ca)



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## Application to Purchase Resident Restricted Housing

### STATUTORY DECLARATION

CANADA	)	IN THE MATTER OF REGISTRATION FOR THE
PROVINCE OF BRITISH COLUMBIA RESORT	)	WAITLIST FOR RESIDENT EMPLOYEE
MUNICIPALITY	)	RESTRICTED HOUSING, PURSUANT TO THE
OF WHISTLER	)	BRITISH COLUMBIA EVIDENCE ACT

I, \_\_\_\_\_  
(print full legal name of primary applicant)

and, \_\_\_\_\_  
(print full legal name of secondary applicant /spouse/ common law partner)

of \_\_\_\_\_  
(print mailing address)

email \_\_\_\_\_, 2<sup>nd</sup> email \_\_\_\_\_

phone \_\_\_\_\_, 2<sup>nd</sup> phone \_\_\_\_\_

\_\_\_\_\_, and \_\_\_\_\_  
(print primary applicants employer name) (print secondary applicants employer name)

In the Resort Municipality of Whistler, Province of British Columbia, Canada

DO SOLEMNLY DECLARE THAT:

1. I am an applicant for selection as an eligible purchaser of a resident employee restricted strata lot or unit on the conditions and terms set out by the Whistler Housing Authority LTD.
2. I have completely read and understood the **Guidelines for the Purchase Waitlist Process: Resident Housing Purchase Waitlist Policy**.
3. I am over 19 years of age and I am a Canadian citizen or Permanent Resident.
4. I have been either:
  - a) employed or self-employed for an average of not less than 20 hours per week on an annual basis at a business located with the boundaries of the Resort Municipality of Whistler which holds an RMOW business license. Self-employed employees must have a valid RMOW Business License and be able to confirm their work directly contributes to and participates within the local Whistler economy meeting the minimum 20 hours weekly Whistler employment criteria.

- b) an individual who has ceased active employment but who has been an Employee as per the above definition for five of the six years prior to ceasing employment
5. I do not (personally, jointly with another person, or directly or indirectly through a business) own any real estate, except as permitted under Section 2 of the Guidelines for the waitlist process, confirmation of which is attached to this statutory declaration (see Real Estate Ownership Declaration).
  6. I agree that the WHA has the right to reconfirm my eligibility criteria at any time I am positioned on the Purchase Waitlist and at the time of purchase of a Resident Restricted unit. This requirement includes providing the WHA with my most recent tax filing at the time of purchase in order to verify any spousal relationship and real estate ownership.
  7. The table below lists all individuals who will occupy the dwelling unit and any common law partner or spouse:

Name (include each family member)	Age	Employer

8. I understand that in order to maintain my position on the Purchase Waitlist, I will be required to reconfirm my interest once a year by returning to the Whistler Housing Authority a confirmation form that will be sent annually and will require payment of the annual Waitlist Participation Fee in the amount of \$100.
9. In consideration of acceptance of my application, I agree to the registration of the Whistler Housing Authority's form of Purchase Agreement, Right of First Refusal and Option to Purchase current at the time of completion of purchase, notwithstanding that my contract of purchase and sale may refer to an older form of Housing Agreement, Right of First Refusal and Option to Purchase.
10. **I have attached to this application documentation confirming my citizenship, my employment in Whistler, declaration of owned real estate and my mortgage pre-approval.**
11. I have indicated by an "X" the type of unit(s) on the following list that I wish to be called about, and I confirm that I have been pre-approved for a mortgage corresponding to the selected unit(s).

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

Sworn before me at the \_\_\_\_\_ )  
 Resort Municipality of Whistler )  
 in the Province of British Columbia )  
 this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ )  
 (month) (year) )  
 \_\_\_\_\_ )  
 A commissioner for taking affidavits )  
 in and for the Province of British Columbia )  
 \_\_\_\_\_ )  
 Sign and Print Name )  
 \_\_\_\_\_ )  
 Sign and Print Name )

*(The making of a false statement in a solemn declaration constitutes perjury under the Canada Criminal Code. Perjury is an indictable offense, the punishment for which is imprisonment for a term not exceeding fourteen years)*



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## Real Estate Ownership Declaration

Applicants, or their spouse/common law partner, must not own, either directly or indirectly through a trust, business asset or otherwise any interest in real property anywhere in the world from the time that such person applies for an Employee Unit until such person completes the purchase of an Employee Unit unless they meet the criteria set out in section 2 of the Purchase Waitlist Policy and Guidelines.

Name of Primary Applicant: \_\_\_\_\_

Name of Spouse/Common Law Partner: \_\_\_\_\_

I/we do not own other real estate

OR

Ownership of the following other real estate at address (es)\*:

\_\_\_\_\_  
\*Attach a copy of the most recent property assessment(s)

**and This Real Estate qualifies under the following criteria:**

- The applicant is “underhoused” whereby:
  - i) A single individual or couple owns a dwelling, 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, which they reside in as **their primary residence**, and it is less than 850 sq. ft.and agree to sell this real estate property(s) **within six months** of purchasing a resident restricted property.
- The applicant’s real estate is located in Squamish or Pemberton and is occupied as their **primary residence** and agree to sell this real estate property(s) within six months of purchasing a resident restricted property.
- The applicant qualifies under the WHA Affordability Criteria and agree to sell this real estate property(s) within six months of purchasing a resident restricted property.
- The applicant is an existing owner of a rent and resale resident restricted unit who wish to buy a different rent and resale restricted unit and agree to sell this other real estate property(s) within six months of purchasing a resident restricted property.

After this six month deadline, should the purchaser(s) be listed on the title of the above or any other real estate other than the resident restricted property the undersigned understand and agree that the municipality can exercise its option to purchase the resident restricted property.

\_\_\_\_\_  
(Primary Applicant, Print Name)

\_\_\_\_\_  
(Secondary Applicant/Spouse, Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)



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## Pre-Approval for Mortgage

I/we, \_\_\_\_\_  
*(Print full name(s))*

on this date, \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                  dd / mm / yyyy

### DO HEREBY DECLARE THAT:

I have been pre-approved for a mortgage to purchase a resident restricted unit with a total Purchase Price of:

\$ \_\_\_\_\_

By *(Name of financial institution)*: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

Financial Institution Phone No: \_\_\_\_\_

Signed by Financial Institution: \_\_\_\_\_

Printed name, financial representative: \_\_\_\_\_

**I acknowledge that this mortgage pre-approval is only valid based upon my current employment and income status**

Signed by Applicant: \_\_\_\_\_

**Please Return to the Whistler Housing Authority**

## Whistler Housing Authority Project Price and Unit Selection Sheet

PROJECT	UNIT TYPE			
<b>The Falls</b> (Apartments) 1040 Legacy Way	<input type="checkbox"/> <b>1 Bed/ 1Bed + Den</b> 748-842 sq ft, 12 units Lowest Value \$186,200 Median Value \$214,200	<input type="checkbox"/> <b>2 Bedroom</b> 942-1015 sq ft, 21 units Lowest Value \$265,000 Median Value \$295,000		
<b>The Springs</b> (Apartments) 1050 Legacy Way	<input type="checkbox"/> <b>Studio</b> 524 sq ft, 4 units Lowest Value \$144,300 Median Value \$149,300	<input type="checkbox"/> <b>&amp; 1 Bed/1 Bed + Den</b> 678-822 sq ft, 22 units Lowest Value \$190,900 Median Value \$208,800	<input type="checkbox"/> <b>2 Bedroom</b> 892-938 sq ft, 8 units Lowest Value \$259,300 Median Value \$270,600	
<b>The Rise</b> (Townhouses) 1245-1275 Mt Fee Road		<input type="checkbox"/> <b>2 Bedroom</b> 1059-1106 sq ft, 40 units Lowest Value \$310,600 Median Value \$332,100	<input type="checkbox"/> <b>3 Bedroom</b> 1429 sq ft, 20 units Lowest Value \$390,500 Median Value \$408,100	
<b>The Terrace</b> (Townhouses) 1375 Cloudburst Drive			<input type="checkbox"/> <b>3 Bedroom</b> 1464-1560 sq ft, 27 units Lowest Value \$422,300 Median Value \$434,276	
<b>The Heights</b> (Townhouses) 1380 Cloudburst Drive		<input type="checkbox"/> <b>2 Bedroom</b> 1141-1471 sq ft, 13 units Lowest Value \$345,700 Median Value \$427,000	<input type="checkbox"/> <b>3 Bedroom</b> 1398-1720 sq ft, 14 units Lowest Value \$417,100 Median Value \$503,900	
<b>Whitewater</b> (Townhouses & Duplexes) 1100-1176 Whitewater Drive 1260 & 1264 Mount Fee Road			<input type="checkbox"/> <b>3 Bedroom</b> 1755-2139 sq ft, 20 units  Lowest Value \$456,600 Median Value \$489,900	<input type="checkbox"/> <b>Duplex</b> (3 Bed & Den/4 Bed) 2043-2089 sq ft, 20 units Lowest Value \$538,100 Median Value \$571,600
<b>The Lofts</b> (Apartments) 1430 Alpha Lake Road		<input type="checkbox"/> <b>2 Bedroom</b> 838-1258 sq ft, 30 units Lowest Value \$198,000 Median Value \$252,700		
<b>The Residences at Nita Lake</b> (Townhouses & Duplexes) 5151 Nita Lake Drive	<input type="checkbox"/> <b>1 Bed/ 1Bed + Den</b> 619-801 sq ft, 19 units Lowest Value \$148,900 Median Value \$172,100	<input type="checkbox"/> <b>2 Bedroom</b> 921-960 sq ft, 12 units Lowest Value \$216,200 Median Value \$235,100	<input type="checkbox"/> <b>3 Bedroom</b> 1337-1399 sq ft, 9 units Lowest Value \$322,000 Median Value \$342,600	<input type="checkbox"/> <b>Duplex</b> 1695-2105 sq ft, 4 units Lowest Value \$438,400 Median Value \$461,900
<b>Bear Ridge</b> (Townhouses) 1500 Spring Creek Drive	<input type="checkbox"/> <b>1 Bedroom</b> 649-770 sq ft, 14 units  Lowest Value \$198,600 Median Value \$274,700	<input type="checkbox"/> <b>&amp; 1 Bed + Den</b> 827-975 sq ft, 6 units  Lowest Value \$258,700 Median Value \$276,500	<input type="checkbox"/> <b>2 Bedroom/ 2 Bedroom + Den</b> 1056-1491 sq ft, 52 units Lowest Value \$293,800 Median Value \$346,800	<input type="checkbox"/> <b>3 Bedroom</b> 1320-1720 sq ft, 28 units  Lowest Value \$347,800 Median Value \$466,800
<b>Millar's Ridge</b> (Townhouses) 2704 Cheakamus Way	<input type="checkbox"/> <b>Studio</b> 570 sq ft, 10 units Lowest Value \$96,300 Median Value \$152,600	<input type="checkbox"/> <b>&amp; 1 Bed/1Bed + Den</b> 678-775 sq ft, 29 units Lowest Value \$113,700 Median Value \$197,300	<input type="checkbox"/> <b>2 Bedroom</b> 872 sq ft, 23 units Lowest Value \$157,500 Median Value \$274,900	<input type="checkbox"/> <b>3 Bedroom</b> 1205-1216 sq ft, 23 units Lowest Value \$213,500 Median Value \$336,800
<b>Gondola Six</b> (Apartments) 2238 Gondola Way	<input type="checkbox"/> <b>Studio</b> 506-579 sq ft, 3 units Lowest Value \$124,000 Median Value \$135,600	<input type="checkbox"/> <b>&amp; 1 Bedroom</b> 692-900 sq ft, 5 units Lowest Value \$183,700 Median Value \$190,600	<input type="checkbox"/> <b>2 Bedroom</b> 725-889 sq ft, 4 units Lowest Value \$160,300 Median Value \$188,300	

The lowest and median value reflects the Maximum Resale Value of the lowest and median priced unit within each project as of July 1<sup>st</sup> 2018 (rounded down to the nearest 100). Units will range in price above and below the values listed as the max resale value of individual units increase with changes to their resale formula after July 1<sup>st</sup> 2018.



## Whistler Housing Authority Project Price and Unit Selection Sheet

PROJECT	UNIT TYPE			
<b>Lakecrest</b> (Townhouses) 3065 Hillcrest Drive		<input type="checkbox"/> <b>2 Bedroom</b> 1200 sq ft, 4 units Lowest Value \$292,900 Median Value \$293,600		
<b>Glacier Ridge</b> (Townhouses) 4815 Glacier Lane		<input type="checkbox"/> <b>2 Bedroom</b> 923 sq ft, 14 units Lowest Value \$185,400 Median Value \$189,700	<input type="checkbox"/> <b>3 Bedroom</b> 1155 sq ft, 8 units Lowest Value \$237,900 Median Value \$239,200	
<b>Fitzsimmons Walk</b> (Townhouses) 7124 Nancy Greene Drive		<input type="checkbox"/> <b>2 Bedroom</b> 1,100 sq ft, 24 units Lowest Value \$274,500 Median Value \$309,600	<input type="checkbox"/> <b>3 Bedroom</b> 1500 sq ft, 12 units Lowest Value \$375,000 Median Value \$379,200	
<b>Spruce Grove Townhomes</b> (Townhouses) 7292 Spruce Grove Lane	<input type="checkbox"/> <b>1 Bedroom</b> 764 sq ft, 14 units  Lowest Value \$151,600 Median Value \$153,200	<input type="checkbox"/> <b>2 Bedroom/ 2 Bedroom + Den</b> 1008-1079 sq ft, 28 units Lowest Value \$199,400 Median Value \$213,300		
<b>19 Mile Creek</b> (Townhouses) 8116-8120 McKeever's Place	<input type="checkbox"/> <b>1 Bedroom</b> 702-785 sq ft, 6 units Lowest Value \$233,600 Median Value \$305,900	<input type="checkbox"/> <b>2 Bedroom</b> 853-874 sq ft, 10 units Lowest Value \$271,900 Median Value \$298,800	<input type="checkbox"/> <b>3 Bedroom</b> 1272-1334 sq ft, 62 units Lowest Value \$371,100 Median Value \$449,300	
<b>Beaver Flats</b> (Duplexes) 2401 Dave Murray Place			<input type="checkbox"/> <b>Duplex</b> 1329-1625 sq ft, 12 units Lowest Value \$506,200 Median Value \$1,137,200	
<b>Barnfield</b> (Single Family Dwellings) 6732 Barnfield Place				<input type="checkbox"/> <b>Single Family Dwelling</b> 23 units Minimum Pre approval \$450,000
<b>Spruce Grove</b> (Single Family Dwellings) 7200 Spruce Grove Circle				<input type="checkbox"/> <b>Single Family Dwelling</b> 10 units Minimum Pre approval \$550,000
<b>Rainbow</b> (Single Family Dwellings & Duplexes) Rainbow Neighbourhood			<input type="checkbox"/> <b>Duplex</b> 80 units Lowest Value \$453,000 Median Value \$533,100	<input type="checkbox"/> <b>Single Family Dwelling</b> 70 units Lowest Value \$536,500 Median Value \$804,200
<b>Solana*</b> (Apartments) Rainbow Neighbourhood <i>*offered to seniors first</i>		<input type="checkbox"/> <b>2 Bedroom/ 2 Bedroom &amp; Den</b> 1008-1079 sq ft, 20 units Lowest Value \$479,400 Median Value \$703,900		

The lowest and median value reflects the Maximum Resale Value of the lowest and median priced unit within each project as of July 1<sup>st</sup> 2018 (rounded down to the nearest 100). Units will range in price above and below the values listed as the max resale value of individual units increase with changes to their resale formula after July 1<sup>st</sup> 2018.

To see what Resident Restricted units have sold for in the past visit the WHA Historical Resale Information at <https://www.whistlerhousing.ca/pages/historical-resales-information>

To learn more about the Evolution of the Employee Housing Covenants (including the maximum resale value) please visit: <https://www.whistlerhousing.ca/pages/legal>