



## APPLICATION GUIDELINES

Please read the following application conditions carefully in preparation of your application being received by the Richmond Kiwanis Senior Citizens Housing Society or its appointed representative.

### Eligibility Requirements:

The Richmond Kiwanis Senior Citizens Housing Society provides affordable homes for 'ambulatory' seniors in Richmond. For those who wish to apply for housing within the Kiwanis Towers, you must meet and verify all the following requirements:

- Affordable: maximum annual household income for an Individual of \$39,000 or a maximum annual household income of \$45,000 for a couple.
- Ambulatory: the ability and mobility to live independently without care.
- Senior: 60 years or older.
- A completed Application Form, which can be found on the Richmond Kiwanis Club website at: [www.richmondkiwanis.ca](http://www.richmondkiwanis.ca).

### Application Priority:

In an effort to provide services to those in need in the Richmond area, applications will be given priority based on the following:

- Current Richmond Residents
- Applicants with family residing in Richmond
- Canadian Armed Forces Veterans
- British Columbia Residents

### Application Approval Process:

Once the above points have been met and the application has been received, your application will be reviewed. It will then be determined, based on the application details and eligibility requirements, if you qualify for housing in the Kiwanis Towers.

Applications are to be complete and **mailed** to the below address:

Richmond Kiwanis Senior Citizens Housing Society  
c/o AWM Alliance Real Estate Group Ltd.  
Suite 100 – 7388 Gollner Avenue  
Richmond, B.C., V6Y 0H4

This review process may include an interview with Kiwanis representatives to clarify any issues regarding the application process.

After the review process is complete, applicants will be advised in writing on whether they have been approved or not approved for housing at the building. Please note that demand is high for the Kiwanis Towers - meeting all requirements does not ensure acceptance.



**Approved Applicants/Unapproved Applicants:**

If you are approved through the review process, you will be added to the wait list. Applicants are offered suites as they become available in chronological order. Those applicants on the waiting list will be kept on file for a maximum period of 6 months, after which time they will be discarded. Applicants wishing to maintain their names on the waiting list will be required to contact Kiwanis prior to the end of this stated period.

For those applicants who are not approved, notification will be provided to you in writing after the application review is completed.

The Richmond Kiwanis Senior Citizens Housing Society look forward to serving the needs of seniors requiring affordable housing in the Richmond area, and should you have any further questions regarding your application, please contact the management office at **604-278-7772** and someone will be able to assist you further.

Sincerely,

**RICHMOND KIWANIS SENIOR CITIZENS HOUSING SOCIETY**