

The Housing Registry

Housing Provider Membership Expression of Interest

Please check one:

Non-profit Co-operative

Housing
Provider
Name:

Address:

Postal Code:

Contact Name:

Position:

Phone:

Fax:

Email:

Forward to:

The Housing Registry

601-4555 Kingsway, Burnaby, BC V5H 4V8

Tel: 604-439-4159 Fax: 604-439-4729



Frequently asked questions and answers

Who can join The Housing Registry?

Membership in The Housing Registry is available to all non-profit and co-operative providers of rent-g geared-to-income housing in the province of British Columbia.

Why a Housing Registry?

Currently there is much duplication among housing providers who receive and process applications from many of the same individuals and families.

By joining The Housing Registry, housing providers will be able to redirect staff resources to other priorities.

In addition, The Housing Registry will better serve applicants by allowing them to complete one application form to apply to multiple housing providers.

What about my existing applicant list?

Housing Registry staff will work with you to transfer your existing applicant list to The Housing Registry database. Applicant calls requesting an application or reporting changes to their existing application will now be dealt with by the nearest Housing Registry office.

How do I fill units when they come available?

Through the Internet, using an assigned password, housing providers can access The Housing Registry to obtain a list of applicants. Housing providers are responsible for contacting applicants and following their regular selection and screening processes.

Is there a charge for the service?

Currently there is no fee for membership in The Housing Registry.

What if we are not on the Internet?

Housing Providers without computer access can still join and, on request, The Housing Registry will forward lists of eligible applicants by fax or mail.

What are the computer requirements?

An Internet-ready computer, running Internet Explorer version 5.5 or higher. A high-speed Internet connection is recommended.

There is no need to purchase or load specialized software. There are some minimum requirements such as having virus protection and security in place to stop unwanted access.

How is The Housing Registry managed?

The Housing Registry is managed by a Council that represents housing providers, community agencies, BC Housing and municipal representatives. Council members will be elected or appointed by members of The Housing Registry. BC Housing provides the staff and resources to carry out the services of The Housing Registry.

If there is no Housing Registry office near me, how will applicants apply?

Housing Registry members who are willing and capable to take on additional responsibilities and provide expanded services to applicants may have an opportunity to become an Access Point for The Housing Registry. The Council will work with members to identify those areas where an access point may be required.



The Housing Registry

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Burnaby, BC V5H 4V8

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Email: thehousingregistry@bchousing.org

Join The Housing Registry Now

Important information
for housing providers





What is The Housing Registry?

The Housing Registry is a comprehensive housing information service for providers of affordable rental housing in British Columbia.

The Housing Registry provides a current centralized database of applicant information that housing providers can access when units come available.

The Housing Registry allows households in search of affordable housing to submit a single application form to be considered for available units managed by all housing providers that belong to The Housing Registry.

The Housing Registry is a partnership that includes BC Housing, the BC Non-Profit Housing Association, the Co-operative Housing Federation of BC, non-profit housing providers, housing co-ops, municipalities, information and referral service groups, and other community-based organizations.

Why Join The Housing Registry?

There are four important ways that providers of affordable rental housing will benefit from membership in The Housing Registry.

1

Efficiency

- The Housing Registry staff interact directly with applicants on your behalf, reducing your administration time and expense.
- As you no longer need to process and update applicant information, valuable staff resources can be freed up for other priorities.
- You will no longer be duplicating the efforts of your fellow housing providers by keeping information on the same applicants.

2

Autonomy

- You continue to be responsible for tenant or member selection, as units become available.
- You continue to follow your own resident selection procedures.
- You can access applicant information when you need it through a simple Internet connection.

3

Up to date Information

- The Housing Registry inputs and processes applications for housing and updates the database on a regular basis.
- Your membership in The Housing Registry will enable more accurate information to be collected on the demand for affordable housing.

4

Choice

- You select the way you would like to receive the applicant information, via the Internet, fax or mail.
- You can choose the level of interaction you would like to have with applicants – either collecting and forwarding applications on behalf of The Housing Registry or simply directing all applicants to a Housing Registry office.

Steps to Join

Membership in The Housing Registry involves these easy steps:

1. Complete the Expression of Interest on the back of this form and forward it to The Housing Registry.
2. The Housing Registry will send you a Housing Registry Member Agreement.
3. Review and sign the Member Agreement and return it to The Housing Registry.
4. Staff at the The Housing Registry will contact you to arrange for the transfer of your existing applicant files.
5. The Housing Registry will provide training on the use of the database and issue user IDs and passwords.
6. Start using The Housing Registry.

Need More Information?

For more information on The Housing Registry, or to arrange for a demonstration of the database, please call 604-439-4159.