



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
website: www.whistlerhousing.ca

Guidelines for the Purchase Waitlist Process

Resident Housing Purchase Waitlist Policy

To be eligible for placement on the waitlist for a resident employee housing project, you must meet the following criteria:

- 1) All applicants must be of legal age, Canadian citizens or landed immigrants, and must be qualified employees or qualified retirees. They must fulfill a minimum average of twenty hours of work per week on an annual basis, within the Resort Municipality of Whistler (see definitions below).

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 with the boundaries of the Resort Municipality of Whistler which holds an RMOW business license or recognized equivalent.

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 residence 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 owns a dwelling of less than 400 sq. ft.
 - ii) Two individuals own a dwelling of less than 650 sq. ft.
 - iii) A couple/single parent with one child owns a dwelling less than 850 sq. ft.
 - iv) A couple/single parent with two or more children owns a dwelling that is less than 1200 sq. ft.
 - b) The most current assessed value of all of the applicant’s real estate does not exceed 70% of the resale value, at the time of application, of the type of unit in a resident restricted housing project in which the applicant is applying to the WHA to purchase.
 - c) The applicant qualifies under the WHA Affordability Criteria
 - d) The applicant’s real estate is located in Squamish or Pemberton

In the case where an applicant qualifies under a), or c) above, if placed in a resident restricted housing project, the applicant must sell their residential real estate no later than six months after occupying the resident restricted unit.

In the case where an applicant qualifies under b) above, or owns residential real estate in either Squamish or Pemberton that qualifies under b) above, the applicant will not be required to sell their residential real estate if placed in a resident restricted housing project.

If a local resident does not qualify under the criteria above for ownership of market real estate, there is an opportunity to request special consideration based on housing affordability to the WHA Board. 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 waitlist jointly (as long as each individual meets all the qualifications). Any qualified applicant may go on joint title with any successful applicant.
- 4) All applicants (prospective owners and tenants) must plan to occupy the unit as their permanent primary residence (see definition above).
- 5) Applicants are prioritized on a **first come first serve** basis. Waitlist position and unit allocation are not assignable.
- 6) Before being added to the 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.
- 7) Applicants may specify as many projects and unit types as they like, provided that they have been pre-approved for the units and submit confirming documentation signed by a financial institution.
- 8) **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.
- 9) 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 Housing Purchase Waitlist applicants and is a non refundable fee required at the time of application submission.
- 10) The Waitlist eligibility criteria as stated in these Guidelines must continue to be met throughout the entire duration that an applicant is positioned on the Waitlist. Inability to successfully continue to meet the eligibility requirements (ie. employment in Whistler, ownership of real estate, etc) will result in removal from the Waitlist.
- 11) 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 waitlist. Taking place annually in the fall this process includes payment of an **Annual Waitlist Administration Fee** in the amount of \$25.
- 12) Applicants, upon being offered an opportunity to purchase a resident restricted unit, will have the option to accept or decline. An applicant who declines three units (as selected on their application) will be moved to the bottom of that Waitlist. No response indicates a decline. It will count as a decline if the unit sells to someone below you on the Waitlist. If someone above you on the Waitlist buys the unit, then it will not count as a strike against you.

No strike will be given if:

1. The unit maximum resale price exceeds the applicants' mortgage pre-approval amount
2. No one on the waitlist purchases the unit at the maximum resale price
3. If the unit is for sale in substandard condition

It is the responsibility of the applicant to keep track of how many declines have been marked against your Waitlist position.

- 13) Applicants who purchase a restricted unit and still wish to remain on the Waitlist will have their names moved to the bottom of the Waitlist.
- 14) Owners in any resident restricted housing who wish to buy a different restricted unit will be required to sell their existing unit within 6 months of purchasing a new restricted unit.

Final Checklist for Completing Application to Purchase Resident Housing
Please check off boxes and attach with completed Application upon submission.

When returning your completed Application to Purchase to the WHA Office, please ensure you have:

- Read and understood **Guidelines for the Waitlist Process**
- Selected project and unit type preferences on **Application to Purchase**
- Attached document confirming mortgage pre-approval amount
- Attached documentation confirming Canadian citizenship or landed residency
- Attached documentation confirming annual employment in Whistler
- Attached documentation declaring the details of ownership or part ownership in any real estate (copy of the most recent property assessment (s))
- Attached \$50.00 payment for the **Waitlist Registration Fee**. Only 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 Thursdays between 2:00-4:00 pm at the front desk of RMOW Municipal Hall: 4325 Blackcomb Way. Picture ID is required and for joint applications both applicants must be present).**



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Application to Purchase Resident Housing

STATUTORY DECLARATION

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

I, _____
(print full name)

of _____,
(print mailing address)

phone (day) _____, phone (evening) _____,

fax _____, email _____, and

_____, of _____
(print occupation) (print employer's name and business)

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 or lessee 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 Waitlist Process*, a true copy of which is attached as Exhibit "A" to this statutory declaration.
3. I am over 19 years of age and I am a Canadian citizen or landed immigrant.
4. I have been either:
 - a) employed or self-employed for 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 or recognized equivalent;
 - b) employed or self-employed for a minimum average of 20 hours per week, at a place of business within the Resort Municipality of Whistler, for at least five of the six years prior to my ceasing employment.
5. I do not (personally, jointly with another person, or directly or indirectly through a business) own

PROJECT	UNIT TYPE			
Cheakamus Crossing (Legacy Athletes Village)	Studio, 1 Bed <input type="checkbox"/> 510-842 sq. ft. \$120,000- \$200,000	2 Bedroom <input type="checkbox"/> 911-1351 sq. ft. \$200,000-\$300,000	3 Bedroom <input type="checkbox"/> 1396- 1708 sq. ft. \$325,000-\$450,000	3 bedroom +Den <input type="checkbox"/> 1853-2000 sq. ft. \$450,000-\$500,000
The Lofts in Function Junction (1430 Alpha Lake Road)			2 Bedroom <input type="checkbox"/> 838 – 1256 sq. ft. \$175,000 - \$258,000	
Nita Lake (5151 Nita Lake Road)	1 Bedroom <input type="checkbox"/> 636-801 sq. ft. \$149,000-\$179,000	2 Bedroom <input type="checkbox"/> 931-940 sq. ft. \$198,000-\$207,000	3 Bedroom <input type="checkbox"/> 1400 sq. ft. \$290,000	Duplex <input type="checkbox"/> 1696-2105 sq.ft. \$378,000-\$469,000
Bear Ridge (1500 Spring Creek Drive)	1 Bedroom <input type="checkbox"/> 649 - 975 sq. ft. \$166,000-\$255,000		2 Bedroom <input type="checkbox"/> 1056 - 1491 sq. ft. \$255,000-\$417,000	3 Bedroom <input type="checkbox"/> 1320 - 1720 sq. ft. \$318,000-\$460,000
Millar’s Ridge (2704 Cheakamus Way)	1 Bedroom <input type="checkbox"/> 570 – 775 sq. ft. \$126,000-\$175,000	2 Bedroom <input type="checkbox"/> 872 sq. ft. 190,000- \$225,000	3 Bedroom <input type="checkbox"/> 1216 sq. ft. \$240,000-\$300,000	
Gondola Six (2238 Gondola Way)	1 Bedroom <input type="checkbox"/> 506 – 900 sq. ft. \$118,00-\$200,000	2 Bedroom <input type="checkbox"/> 725-900 sq. ft. \$145,000-\$200,000		
Lakecrest (3065 Hillcrest Drive)			2 Bedroom <input type="checkbox"/> 1200 sq. ft. \$250,000	
Glacier Ridge (4815 Glacier Lane)			2 Bedroom <input type="checkbox"/> 923 sq. ft. \$180,000	3 Bedroom <input type="checkbox"/> 1155 sq. ft. \$230,000
Fitzsimmons Walk (White Gold)			2 Bedroom <input type="checkbox"/> 1100 sq. ft. \$200,000-\$250,000	3 Bedroom <input type="checkbox"/> 1500 sq. ft. \$300,000- \$350,000
Spruce Grove Townhouses (7292 Spruce Grove Lane)	1 Bedroom <input type="checkbox"/> 764 sq. ft. \$148,000	2 Bedroom <input type="checkbox"/> 1008 -1079 sq. ft. \$192,000-206,000		
19 Mile Creek (8119 McKeever’s Place)	1 Bedroom <input type="checkbox"/> 702 - 785 sq. ft. \$200,000-\$245,000	2 Bedroom <input type="checkbox"/> 853-874 sq. ft. \$245,000-\$275,000	3 Bedroom <input type="checkbox"/> 1272 – 1334 sq. ft. \$340,000-\$450,000	
Beaver Flats (2401 Dave Murray Place)	Duplex <input type="checkbox"/> 1329 – 1625 sq. ft. minimum \$450,000			
Barnfield (6732 Barnfield Place)	Single <input type="checkbox"/> Family House 1800 sq. ft. approx. minimum \$450,000			
Spruce Grove (7200 Spruce Grove Circle)	Single <input type="checkbox"/> Family House 2200 sq. ft. approx. minimum \$450,000			
Rainbow Development (Located between Alpine and Emerald Neighbourhoods)	Duplex <input type="checkbox"/> 1200 – 1600 sq. ft. approx. minimum \$370,000	Single <input type="checkbox"/> Family House 1400-1800 sq. ft. approx. minimum \$505,000		



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Personal information requested on this form 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.

Pre Approval for Mortgage

I, _____
(Print full name)

on this date, ___ / ___ / ___
dd / mmm / yyyy

DO HEREBY DECLARE THAT:

- Gross Income of Applicant (s) is: \$ _____
- I am pre approved for a mortgage of: \$ _____
- I have a down payment of: \$ _____
- **Total Purchase Price** \$ _____
- By (Name of financial institution): _____
- Financial Institution Address: _____
- Financial Institution Phone No: _____
- Signed by your 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: Whistler Housing Authority



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Real Estate Ownership Declaration

Applicants, or their spouse, 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) page 1.

I/we do not own other real estate

OR

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

*Please also attach a copy of the most recent property assessment (s) "Exhibit A".

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.

(WITNESS, PRINT NAME)

X_____
(SIGNATURE)

(WITNESS, PRINT NAME)

X_____
(SIGNATURE)

(PURCHASER, PRINT NAME)

X_____
(SIGNATURE)

(PURCHASER, PRINT NAME)

X_____
(SIGNATURE)