



City of
Richmond

Housing Agreement Amendment Application

Housing Office

6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-247-4916

Submit this completed form to AffordableHousing@richmond.ca. All materials submitted to the City become public property and, therefore, available for public inquiry. For applications across multiple properties, attach a table outlining the property address, legal description, registered owner and beneficial owners.

Property Address(es) of Units:

Legal Description(s):

Attach legal titles of units covered by the applicable Housing Agreement (for developments with greater than eight units, a sample of titles is sufficient).

Registered Owner: _____

Are there any beneficial owners of these units?

☐ Yes

☐ No

(If yes, please provide details of beneficial owners, including the percentage of ownership)

Correspondence / Calls to be directed to Project Contact:

Name: _____

Address: _____

City

Postal Code

Tel. No.:

Business

Residence

Email:

(Required)

Fax

Property Owner(s) Signature(s): _____

Property Owner(s) Printed Name(s): _____

OR

Authorized Agent's Signature: _____

Attach [Letter of Authorization](#)

Authorized Agent's Signature Printed Name: _____

Owner's Notary/Lawyer

Name: _____

Firm/Company: _____

Address: _____

Tel. No.: _____ Email: _____

Application Fee:

The application fee is **\$1,350.00** as outlined in Section 1.16.7 of the [Consolidated Fees Bylaw No. 8636](#). Payment information will be provided following application.

Housing Agreement bylaw number or the notice of housing agreement on title: _____

Status of development (e.g., Built, Under Construction, Permit status): _____

Specify occupancy or the expected occupancy date (MM/YYYY): _____

Is this application to update rent and income thresholds to 10% below CMHC rental rates and the corresponding income eligibility limits? ☐ Yes ☐ No

Outline any other requested housing agreement amendments:

Complete the following questions if the units tied to this request are tenanted.

Have you submitted a completed statutory declaration within the past 24 months?

☐ Yes ☐ No (If no, explain why in the space below)

Number of vacant LEMR units at the time of application: _____

In the past 12 months, what is the approximate number of LEMR homes that have become available for new tenants? _____

For Office Use	
Date Received: _____	Receipt No: _____

Checklist of Supporting Information	
Legal titles of units covered by the applicable housing agreement <i>(or a sample of titles if more than eight titles)</i> .	☐ Required
Letter of Authorization.	☐ If Required
Notice of housing agreement on title.	☐ Optional
For applications across multiple properties please provide a table outlining the property addresses, legal descriptions, registered owners and beneficial owners.	☐ Optional

Responsibilities and Obligations of Owners and Agents

Where an agent purports to act on behalf of an owner, it will be presumed that (a) he/she/they have the authority of the owner to act on their behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Note that where the owner is a registered company, the signatures of all the Directors or authorized signatories will be required.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party.

If you have any questions, call 604-247-4916 or email AffordableHousing@richmond.ca.