



Reminders

KFN Housing Applications

Housing Applications must be renewed yearly to remain on the list. We encourage members to keep an up to date application on record so we can move forward quickly if a rental unit becomes available.

Applicants Requirements:

- Complete a KFN Housing Rental Application
- Must be a Katzie Member over the age of 19 years old
- Provide Proof of Income, Good Landlord Reference's
- Dedicated to paying rent on time. (Rent is due by the 1st of every month)

For more information please contact Rosanna Leon, Housing, Public Works and Infrastructure Manager via email at rosannaleon@katzie.ca or by phone at 604-465-8921 ext # 415 or Jamie, Administration Coordinator at Jamie@katzie.ca





Attention:
CMHC Section 95 and Rental Housing Tenants (IR 1, 2 and 3)

RENTAL ARREARS

For any tenants who currently have Rental Arrears, please be advised that KFN Housing Dept. Staff and Managers will be reviewing all tenant files in the coming weeks and will be reaching out to anyone who currently does not have a current re-payment agreement in place.

Please be aware that your arrears debt contributes to the following problems for every current and future Band Member in the Social Housing Program:

- *Reduction to important Maintenance and Repair's to all rental units due to reduced budgets,*
- *Prevents repairs from being done in a timely manner,*
- *Unfairness to waitlisted KFN Member housing applicants who are willing to pay rent on time and eager to obtain a rental or rent-to-own home on KFN and more...*

Please note that we have a zero tolerance policy in place for late rental payments. If rent is not paid by the 1st of each month, eviction proceedings will commence as per the Eviction clause within our KFN Rental Agreement.

If you have any questions or would like to schedule a meeting to discuss a payment plan please contact, Rosanna Leon, Housing, Public Works and Infrastructure Manager

604-465-8961 Ext# 415 or via email at

rosannaleon@katzie.ca





ATTENTION KFN Members
REPAIR REQUEST AFTER HOURS/WEEKENDS

Housing Related Issues

Please refrain from contacting Chief and Council regarding Housing repair issues.

If you require immediate housing repair assistance please contact the following below;

Office #: (604) 465-8921 ext #408

After Hours #: (778) 877-1943

or

by email: rosannaleon@katzie.ca

(Emergency Repair e.g. heating issue, pipe or roof leak etc.)





Process for Maintenance Repair Request

Process for Maintenance Repair Request

1. Head of Household (name on Rental Agreement) is required to fill out the repair request or contact Jamie Chalmers, Administration Assistant Housing at (604) 465-8961 Ext# 408 or email jamie@katzie.ca to discuss the matter.
2. The service request is reviewed by the Housing Administrator– Rosanna and sent to Maintenance Team to assess the issue
3. Before the visit please have the area **CLEANED, ACCESSIBLE AND SANITIZED**
4. Maintenance Crew will go to your house to assess the issue and report back to Housing Administrator
5. If any parts or services are needed– Wait for Housing Manager approval
6. When Approved:
 - A. Maintenance will purchase/order parts
 - B. If services are needed Housing Admin. will contact vendor to set-up time and date

Please understand that there is a time delay when it comes to purchasing/ordering parts when Housing Admin have to communicate with vendors.

7. ****If necessary**** Maintenance team will return to the home to do a repairs/ replacement after receiving the part needed or the technician will be at the house to repair.
8. Service Request Complete.

Please note that all purchase's or renovations are required a written pre-approval letter from C & C or reimbursement will not be approved.

If you have any questions, please feel free to contact Rosanna Leon at (604) 465-8961 or by email at rosannaleon@katzie.ca





KATZIE FIRST NATION HOUSING REPAIR REQUEST FORM

LOCATION:

- | | |
|---|--|
| <input type="checkbox"/> Tenant/Katzie Member | <input type="checkbox"/> Health and Community Centre |
| <input type="checkbox"/> EYC; Daycare/Preschool | <input type="checkbox"/> EYC; Administration Office |
| <input type="checkbox"/> Band Office | <input type="checkbox"/> Lands Department |
| <input type="checkbox"/> Other | <input type="checkbox"/> Youth Centre |

Work Location:

(Office, Kitchen, GYM etc.) _____

CONTACT INFORMATION: (Tenant, Employee)

| | |
|-----------------------|----------------------|
| FULL NAME | |
| ADDRESS | |
| EMAIL ADDRESS: | |
| DAY-TIME PHONE NUMBER | EVENING PHONE NUMBER |

TYPE OF WORK:

- | | | | |
|--|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> GENERAL MAINTENANCE | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> HEAT AND AIR | <input type="checkbox"/> SMOKE ALARM |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> GLASS | <input type="checkbox"/> LOCKSMITH | |

DESCRIPTION AND DETAILS OF REPAIR, MAINTENANCE, OR OTHER REQUEST:

Please be as specific as possible and attach photos or extra page if required.

COMPLETE IF APPLICABLE:

| | | | | |
|---------------------------------|-----------------------------------|---------------------------------------|--------------------------------|---|
| <input type="checkbox"/> Washer | <input type="checkbox"/> Dryer | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Stove | <input type="checkbox"/> Hot Water Tank |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electric | | | |
| Maker: | Model: | Serial # | | |

TENANT INSTRUCTIONS FOR TRADESPERSON/MAINTENANCE TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE:

Preventative Measures: Home Maintenance

Refrigerator

- ◆ Clean the appliance inside and out regularly
- ◆ If the temperature is set lower than necessary, your system will be working too hard, which can shorten its life.
- ◆ Defrost on schedule, make sure you follow the manufacturer's recommendations for defrosting.
- ◆ Clean out units to prevent crowding; the air will not be able to freely circulate in a refrigerator packed to the gills, which will make the unit work harder to maintain its set temperature.
- ◆ Clean frequently and keep items away from the vents inside the refrigerator
- ◆ The gaskets or seals on your doors are ripped or loose, air can escape, which is another reason why your unit might be overworked. Minor gasket leaks can be repaired with silicone caulk.
- ◆ Clean the mould and mildew off you your gaskets using full-strength hydrogen peroxide or vinegar in a spray bottle, spray the gasket, then wipe off all the mold with a clean cloth, then rinse with clean water leave open to dry.
- ◆ Make sure your unit's door hinges and latches are tightly secured. If the doors are not properly aligned, cool air is likely escaping.
- ◆ Also, you should inspect and clean your unit's condenser and evaporator coils. If your coils are caked in dirt and grime, it will interfere with the transfer of heat from your system.



Attention All Housing Tenants



Rental payment methods

- Each tenant is responsible for contributing towards the monthly rent.
- Rent is due on the first of each month.

Payment Options:

- **Cash**
- **E-transfer:**
 - Send E-transfer payments to **payments@katzie.ca** (include your name and address) Once we receive confirmation of your payment we will email your receipt.
- **Pre-Authorized Debit (PAD):**
 - If you would like to have payments withdrawn from your bank on either the 1st or 15th of each month, please contact Rosanna to arrange payment plan and to receive a preauthorization debit form. **Note: we will also need a void cheque or pre-authorization debit form from your bank. Verbal/written banking information will not be accepted.**
- **Money Order or Cheques**
 - If you wish to pay via cheque or money order, you can deliver your payment to Finance at the Band Office. A receipt will be emailed to you on the day of deposit. Please make cheque payable to **Katzie Social Housing**
- **Payroll deduction for Katzie Band Employees– please arrange payment plan with Rosanna.**

We encourage e-transfers or PAD to decrease the risk of COVID-19 transmission.

Also please remember to contact Katzie Housing Department if your phone number or email address has changes.





Resources and Reminders



Donate to Big Brother, they accepts Clothing and household items .

Each time you make a donation to Big Brothers, you're helping fund important mentoring programs for children in our local community.

Toll Free: 1.866.521.4393
pickup@renewcrew.com

Contact

Allen Erickson

Services:

Dead car removal for cash,
rubbish removal

Call for more inquiries
604-649-3124



PITT MEADOWS RUBBISH REMOVAL

IT'S Quick...It's Easy...It's Gone!

[\(778\) 771-4222](tel:778-771-4222)

**JUNK REMOVAL, FURNITURE
REMOVAL, CONSTRUCTION DE-
BRIS REMOVAL, SCRAP CARS FOR
CASH**



Next Pick Up: Katzie IR#1

Monday July 31st, 2023

Pick Up Time: 10:00 AM

- Please no banned/hazardous material
- All refuse must be bagged and tied in order to be picked up