



Attention:

**CMHC Section 95 and Rental Housing Tenants (IR 1, 2 and 3)
Annual Rental Agreement 2023/2024 are now due**

All Social Housing tenants and Band Rentals on IR#1, IR#2, and IR#3 are required to sign their 2023/2024 Annual Renewal Rental Agreement and Repayment Agreement for any Arrears Owing.

The deadline was **Friday, March 31, 2023.**

The Housing Department has mailed out Rental Agreements to the tenants who were unable to come into the office. Please mail back to our office in the envelope provided with postage paid.

If you have any questions regarding your Rental Agreement please

call Rosanna Leon, Housing Administrator by via

Email: rosannaleon@katzie.ca or by telephone:

604-465-8921 ext.# 415.





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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 Administrator

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"/> EYC; Daycare/Preschool
<input type="checkbox"/> Band Office

<input type="checkbox"/> Other | <input type="checkbox"/> Health and Community Centre
<input type="checkbox"/> EYC; Administration Office
<input type="checkbox"/> Lands Department
<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:



Reminders

KFN Housing Applications

Housing Application must be renewed before next Fiscal Year (April 1st, 2023) 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:

- Must be 19 years or older and also a Katzie Member
- Proof of income
- Dedicated to keeping up with rental payments

For more information please contact Rosanna Leon, Housing Administrator via email at rosannaleon@katzie.ca or by phone at 604-465-8921 ext# 415 or Jamie, Housing Administrator assistant at Jamie@katzie.ca

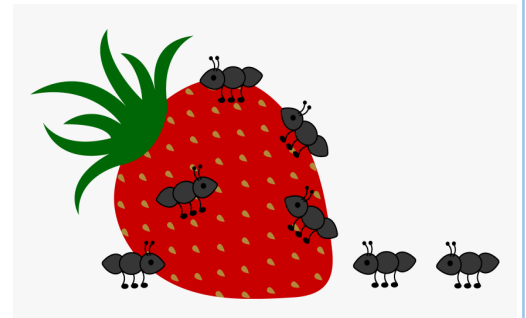




Preventative Measures: Ants

What is the best way to stop ants getting in the house?

- ⇒ Keep surfaces in and around your home clean and make sure to wipe down the counter tops and tables.
- ⇒ Store food in sealed containers
- ⇒ Seal off cracks and entrances to your home, for example loose baseboards, or window frames
- ⇒ Remove ant trails by sweeping and mopping daily.
- ⇒ If possible, set out ant bait around your home. Some examples that are available at your grocery store or hardware store: Ant Be Gone disks, Raid Traps, Terro Ant Steaks.
- ⇒ Borax has a long track record against indoor ants. Mix Borax with a little sugar and water to make a syrup that ants will consume.



Preventative Measures:

Plumbing

- Inspect all visible pipes for corrosion, if you notice any signs of corrosion on your pipes, whether it's blue/green deposits or rust, this is a sign that you will have a leak on your hands soon.
- Examine toilet tanks remove the lid off of your toilet tank and inspect for any signs of wear.
- Maintain your hot water tank every year, flush your water heater. Turn the water shut off for hose bibb in the winter and remove the hose; if this is not done it is possible for the frozen pipe to burst. If any leaks occur use your water shut off valve.
- Do not flush anything other than toilet paper down.
- **Do not drain any Fats, Oils, or Grease (FOG) down any drain, this will clog and cause backup to your home and in the city drains.**
- **Check for leaks around your hot water tank, kitchen sink, dishwasher, bathroom sink, laundry sink and washer machine.**
- Check the caulking around showers/bathtubs and sinks if it cracked or wore away reseal with more caulking. If you have poor water pressure out of a faucet, the aerator is the likely culprit and it can be easily fixed. Be aware of the location of all the shut off



Preventative Measures:

Getting Your Home Ready For Summer

- ⇒ Deep clean your home, lots of dust accumulates in the winter when homes generally close off to outside air. With spring and soon summer weather coming comes the extra sunlight and the spotting of all the built up debris.
- ⇒ Practice smart landscaping
- ⇒ Deep clean your BBQ
- ⇒ Wash the windows and look for mold growth also, vacuum curtains and blinds
- ⇒ Disinfect surfaces, such as stair rails, light switches and cabinet hardware
- ⇒ Start rotating your ceiling fan counter clock wise in the summer. This will push down the cool air, rather than vice versa. Rotating your fans in this direction also helps draw moisture out of the air.
- ⇒ Replace your air filter





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 June 5, 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