



## 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,
- Two good Landlord Reference's
- Dedicated to paying rent on time. (Rent is due by the 1st of every month)

For more information please contact Rosa Caesar, Housing Coordinator via email at [housingcoordinator@katzie.ca](mailto:housingcoordinator@katzie.ca) or by phone at 604-465-8921 ext # 406 or Jamie, Administration Coordinator at [Jamie@katzie.ca](mailto: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, Rosa Caesar, Housing Coordinator at 604-465-8921 Ext# 406 or via email at [housingcoordinator@katzie.ca](mailto:housingcoordinator@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](mailto: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](mailto:jamie@katzie.ca) to discuss the matter.
2. The service request is reviewed by the Housing Coordinator, Rosa Caesar 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 Rosa Caesar at (604) 465-8921 ext. 406 or by email at [housingcoordinator@katzie.ca](mailto:housingcoordinator@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.

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**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			
<b>Maker:</b>	<b>Model:</b>	<b>Serial #</b>		

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

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# Preventative Measures: Home Maintenance

## Furnace

- Keep the area around the furnace clear of any debris, dirt and dust.
- Check the filter every six months to ensure the filter is not clogged and is able to breathe freely, if the filter is clogged the furnace will start over working then the sensors will start failing.
- If you have a re usable filter make sure to wash with mild soap and warm water every six month. Let dry completely before inserting back into the furnace.
- If the pilot light goes out, read the lighting instructions and follow the step by step instructions to re-light.



- Check the battery in the thermostat frequently and change frequently, Housing Department do not provide filters or batteries.

- Clean your gutters
- Turn off your outdoor faucets and disconnect hoses
- Put your AC to rest
- Get ready to turn up the heat and change your filter in the furnace
- Check for drafts
- Bring your outdoor furniture in or stack chairs
- Clean your yard of debris
- Look up chimney for blockages and consider having it swept



# 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 Rosa Caesar 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 Rosa Caesar, Housing Coordinator.**

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](mailto: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#2 & IR#3

Monday October 2nd, 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