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 until 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 Rosa Caesar, Housing Coordinator via email at housingcoordinator@katzie.ca or by phone at 604-465-8921 ext # 406 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, Rosa Caesar, Housing Coordinator at 604-465-8921 Ext# 406

or via email at 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

(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 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.







KATZIE FIRST NATION HOUSING REPAIR REQUEST FORM

LOCATION:				
Tenant/Katzie Mer	nber	☐ Health	and Commu	ınity Centre
EYC; Daycare/Pres	chool	EYC; Ad	lministratio	n Office
Band Office		Lands D	Department	
<u> </u>		Youth C		
Other				
Work Location:				
(Office, Kitchen, GYM etc.)				
CONTACT INFORMATION: (Tens	ant, Employee)			
FULL NAME				
ADDRESS				
EMAIL ADDRESS:				
DAY-TIME PHONE NUMBER		EVENING PHONE NUMBER		
TYPE OF WORK: ☑				
GENERAL MAINTENANCE	PLUMBING	☐ HEAT AN	ID AIR	SMOKE ALARM
ELECTRICAL	GLASS	LOCKSM	ITH	The state of the s
DESCRIPTION AND DETAILS OF	REPAIR, MAINTENAI	NCE. OR OTHER R	REQUEST:	
Please be as specific as possible				
			1	
9				
				·
				*
COMPLETE IF APPLICABLE:				
☐ Washer ☐ Drye	er 🔲 Refrig	erator 🔲	Stove	Hot Water Tank
Gas Elec	tric			
Maker:	Model:		Serial #	
TENANT INSTRUCTIONS FOR TR				CTION OR QUOTE ON
REDAIR OR MAINTENANCE:				

Preventative Measures: Home Maintenance

Stove Top/ Oven

- Clean that grimy oven window. A dirty window actually reduces the efficiency of your stove because you keep opening the door to check the food. To clean the window, rub it with a damp cloth dipped in baking soda.
- ⇒ Clean under the hood. If your stove doesn't have a sealed cooktop, food and grease will fall down under the burners. It's easy to forget about this out-of-view debris, so remember to lift the cooktop to clean beneath it. Follow the owner's manual instructions for lifting the top without damaging it.
- ⇒ Clean coils and catch trays and the grease buildup with a sponge and warm, soapy water or a 50-50 solution of vinegar and warm water.









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

Contact Allen Erickson

Services:

Dead car removal for cash, rubbish removal

Call for more inquiries 604-649-3124



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JUNK REMOVAL, FURNITURE
REMOVAL, CONSTRUCTION DEBRIS REMOVAL, SCRAP CARS FOR
CASH



Next Pick Up: Katzie IR#1

Monday August 28, 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