



Sustainable Planning and Community Development
 1 Centennial Square
 Victoria, BC V8W 1P6

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Victoria Housing Reserve Fund Application Checklist

Please ensure all items below are included with your application. If you have questions about your eligibility, or about this or any part of the application package, please call or email the Community Planning Division using the contact information below.

- Completed application checklist
- Letter to Mayor and Council describing project and how it meets Victoria Housing Reserve Fund Program objectives as outlined in the Program Guidelines
- Completed Application Form
- Building plans
- Site plans
- Capital budget
- 10-year operating budget
- Housing operator's most recent audited financial statements (including management letter if available)

I have read and understand the Victoria Housing Reserve Fund Guidelines:

Signature Print Name Date

Applications will be accepted in person at City Hall, by mail, or by email. **Please contact Community Planning to ensure receipt of your application package.** The City of Victoria is not responsible for lost or missing applications.

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