



EDUCATION BRIEF ANNUAL HOMEOWNER DECLARATION

PURPOSE

To maintain the integrity of the Banff Housing Corporation (BHC) ownership program and align with best practices used by similar housing authorities, BHC is introducing a new **Annual Homeowner Declaration** process. This initiative supports effective sublease enforcement and ongoing compliance with key ownership requirements.

WHAT'S CHANGING

Starting in 2026, all BHC homeowners will fill out a short annual form (one per household) called the **Annual Homeowner Declaration**. This form will confirm the owners:

1. **Live in their BHC home as their primary residence** (Sublease Article 4 (a) and (i))
2. **Meet Banff National Park Eligible Residency requirements** (Sublease Article 4 (a) and (iv))
3. **Have home insurance**

These three areas are essential for maintaining community standards, and meeting legal requirements under the sublease agreement.

HOW IT WILL WORK

The declaration will happen each year starting **September 2026**, aligning with the BHC administration fee invoicing schedule.

Homeowners will start receiving reminders by **September 1** each year by

- Newsletter Emailed (for subscribers)
- Notice mailed to your home
- Notice and 'pop up' on the dedicated BHC website (Current 'BHC Homeowners' tab under the Ownership heading).

HOW DO I RECEIVE A FORM?

PDF fillable forms will be available for:

- **Download** from www.banffhousing.ca
- **Mail out** to your preferred mailing address
- **Picked up** from the BHC office

HOW TO SUBMIT A DECLARATION

Each household will be able to submit their annual declaration by way of:

- **Email:** bhc@banff.ca
- **Mail:** PO Box 1260, Banff, AB T1L 1A1
- **In Person:** Unit 2006, Hoya Building, 547 Coyote Lane

IMPLEMENTATION DATE

First declaration period:

- **September 1, 2026, - December 31, 2026**

SUMMARY

The intent of this new process is to ensure BHC inventory is being occupied consistently with the sublease agreement terms. This new process reinforces our commitment to transparency, homeowner accountability, and the long-term success of the BHC ownership program.

Reminders and instructions will continue to be sent out well in advance of the first declaration period, giving homeowners ample time to prepare for this new initiative.