



APPLICATION CHECKLIST

Thank you for your interest in Seton Villa Retirement Centre. This checklist will provide you with information about our application and acceptance process. We look forward to helping you on your journey in finding a new home.

✓	STEPS	DETAILS
	Visit	Book a tour to view available suites, our beautiful Penthouse with panoramic views and learn all about the various services and amenities offered at Seton Villa.
	Apply	<p>Complete both the Residency Application Form and Dietary Requirements Form and submit them, along with a copy of your most recent tax assessment, by mail or email:</p> <p>Seton Villa 3755 McGill Street Burnaby, BC V5C 1M2 Attention: Laura Lovison-Perkins</p> <p>lperkins@setonvilla.com</p> <p>Visit your Physician to complete the Physician's Review and MOST Form. These can be faxed directly from their office (604-291-1841).</p> <p>All paperwork has to be completed before the next step, the Pre-Occupancy Interview.</p>
	Pre-Occupancy Interview	Contact Laura (604-563-8913) to schedule a Pre-Occupancy Interview led by the Director of Care. The purpose of this interview is to meet and get to know you as well as answer any questions you might have. If approved, we can schedule a move-in date.
	Document Signing Meeting	<p>The purpose of this meeting is to fill out all the documents involved in obtaining residency at Seton Villa. You will fill out the Residential Tenancy Agreement and be provided with a Welcome/Information Package.</p> <p>Please bring the following with you to this appointment:</p> <ul style="list-style-type: none">• Copy of a Power of Attorney/Representation Agreement (if applicable)• One void cheque for Pre-Authorized Debit• One blank cheque. You will be provided with the 1st month's rental calculation at this time.
	Move In!	<p>Please call 604-291-0607 to book an elevator for your move in day. The elevator is available 9:30 AM to 10:30 AM and 1:30 PM to 3:30 PM 7 days a week except for Statutory holidays.</p> <p>One of our Health Care Workers will provide you with an emergency pendant and demonstrate how it works.</p> <p>Welcome to your new home! We hope you will enjoy your stay and look forward to assisting you in any way possible.</p>

If you have any questions or concerns, feel free to call (604) 291-0607. Our office hours are Monday to Sunday 8:00 AM to 7:00 PM