

MARCH 2024

How to Sign Up and Use Our Platform

Powered By Happipad

For Home Providers/Hosts



**Canada
HomeShare™**
by HelpAge Canada

Table of Contents

- 3 - 5** Signing up & Happipad
- 6 - 7** Creating a Listing
- 8** Finding a Homeseeker/ Renter
- 9** Reviewing a Match



Signing Up

STEP 1:

Visit the Canada HomeShare application page on Happipad:

https://app.happipad.com/?referrer_link=www.canadahomeshare.com

STEP 2:

Select that you are registering as a Host (home provider).



I am a Host

With a room for rent



I am a Renter

Looking for a room to rent

How do Canada HomeShare and Happipad work together?

Canada HomeShare has established a dynamic partnership with Happipad. Serving as the seamless application overseeing all aspects of matching, payments, and interactions, Happipad brings efficiency to the forefront. Meanwhile, Canada HomeShare takes the lead in introducing participants and sponsors to the program's invaluable benefits through the guidance of expert leaders in the field. Canada HomeShare goes above and beyond, offering not only education but also an array of homesharing resources to enhance the overall experience for all involved.

Signing Up

STEP 3:

Complete the required information for registration. You can go back if you need to change or update an answer. Don't forget to confirm your email address through the link sent to your email.

The registration process has 4 parts:

Part 1 - Background information

- such as who lives in your home and if you have any pets etc.
- be sure to select yes, to the question confirming you are homesharing, i.e. sharing at least a kitchen or a bathroom. There are typical scenarios for homesharing:
 - Scenario 1 = shared kitchen and shared bathroom
 - Scenario 2 = shared kitchen, separate bathrooms
 - Note that a fully self contained unit, involving no shared bathroom or kitchen, does not qualify as a homeshare.

Part 2 - Lifestyle & Interests

- such as how often you have friends over, your hobbies and interests, your preferred noise level of your environment etc.

Part 3 – Habits

- such as how often you clean your home, your bedtime, alcohol/cannabis preferences etc.

Signing Up

Part 4 - Screening verification

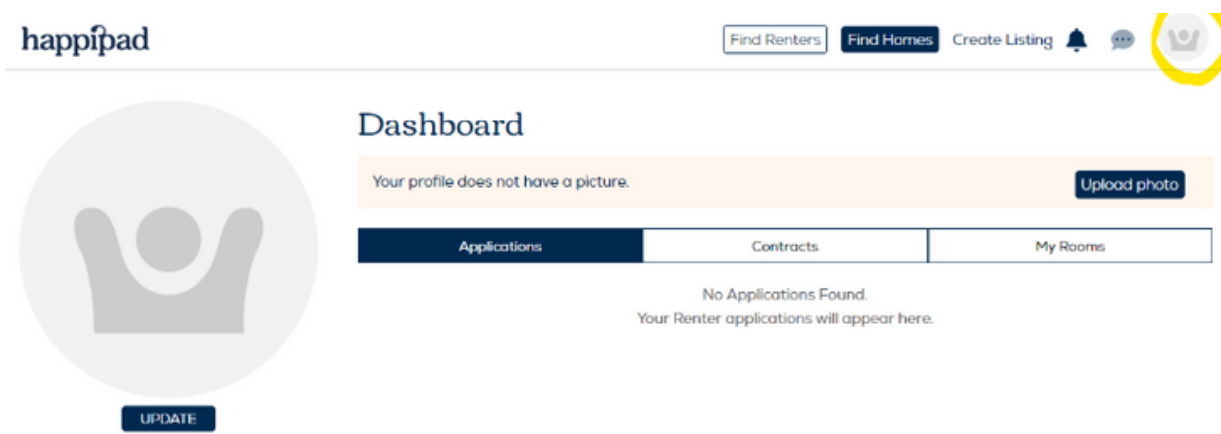
Here you will be asked to complete a police record check for yourself. If you are the homeowner/host you will also need to provide this for each adult living in your home.

You will be asked to pay a one-time screening fee of \$22.00 per person. You will need to provide the following information:

- First name, last name
- Phone number
- Date of birth
- Address(es) for the last 5 years
- A copy of your photo ID
- A selfie

TIP: If you aren't ready to provide this information yet, you can still continue with your application and complete the screening verification process at a later date. However, you won't be able to list your property or accept rental agreements until you have completed this step.

Success! You can now view your Dashboard by clicking the icon in the top right corner, shown below with a yellow circle highlighting the icon:



The screenshot shows the happipad user interface. At the top left is the 'happipad' logo. To the right are navigation buttons: 'Find Renters', 'Find Homes', 'Create Listing', a bell icon, a speech bubble icon, and a profile icon highlighted with a yellow circle. Below the navigation bar is the 'Dashboard' section. On the left is a large circular placeholder for a profile picture with a person icon and an 'UPDATE' button below it. To the right of the profile picture is a message: 'Your profile does not have a picture.' with an 'Upload photo' button. Below this is a horizontal menu with three tabs: 'Applications' (which is selected and highlighted in dark blue), 'Contracts', and 'My Rooms'. Under the 'Applications' tab, it says 'No Applications Found. Your Renter applications will appear here.'

Your Dashboard will show any renter applications, the agreements you have signed with the other party for your homeshare, and the room that you have listed on your profile.

Creating a Room Listing

Click on “My Rooms” on your dashboard

Part 1 – Room Availability & Rent

- You will be asked to provide details such as if you rent or own your space, if the bathroom is shared, the dates your space is available for rent and the type of renter your home is best suited for.

TIP: if you select the wrong box (and it becomes light grey), click on the box again and it will switch back to not selected (dark blue).

Part 2 – Room Details

- Provide a title for your room

This should be specific and captivating. For example: “Spacious room in the heart of Ottawa.”

- Provide a brief description of your home in the home details box.
Suggestions to include in your description:
 - General area where your home is located
 - A bit about who currently occupies the home
 - Describe the space you are renting, how big is the room, does it come with furniture
 - Describe the bathroom
 - Location of laundry
 - What amenities are close to your home (i.e. access to public transit, grocery stores, library, shopping centres etc.)
 - Activities of support you may be looking for
- Select the features of the home, your building (if applicable), the renter’s room, and indicate what things are shared.
- Set your monthly rent. Note that Happipad charges a 5% service fee to the renter each month. For example, if you are renting out a room in your home for \$400 per month. The total the renter will pay, will be \$420, with \$20 going to Happipad and \$400 to you.

Creating a Room Listing

Part 3 – House Rules

- Set your expectations for things like pets, cleaning, laundry, quiet hours and visitors, etc.

Part 4 – Host Interested In

- Indicate if there are things you are interested in doing with your renter such as sharing coffee together, having a meal together and if you are looking for any assistance with basic household tasks.

Part 5 – Room Pictures

- Upload a photo of:
 - Bedroom
 - Bathroom
 - Kitchen
 - Dining area
 - Living room
 - You must upload 5 photos in order to complete your listing. If you aren't ready to upload at this time, you can log out and return to this step by visiting the dashboard and editing your room listing.
-

Finding a Homeseeker/ Renter

From the Dashboard select “Find Renters.” Here you can browse different profiles of people looking to share a space, and listed with their profiles will be their preferences (for example, to participate in an intergenerational homeshare or to homeshare with another older adult). If you see a profile that you think may be a match for you, click on “Invite” and they will be sent a notification to review your listing.

Reviewing a Match

When a match is created, you will receive a notification on the Happipad app and through your email. Follow the prompts to review the profile of your match. If interested, you can message them on the Happipad app and schedule a virtual or in-person conversation. If you are not interested, you can decline the match.

Have questions? Reach out to the customer support team at Happipad.

BC, Ontario, General:

1-778-760-4511

Nova Scotia:

902-700-5007

Email us:

customercare@happipad.com
