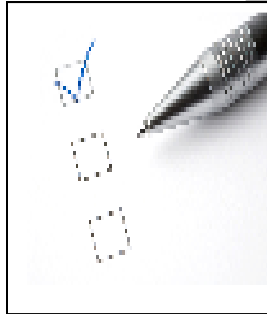


# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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This application is for Airdrie Housing's ***Affordable Housing Program***. Please read the eligibility requirements carefully before filling out the application form. Applicants will be contacted by Airdrie Housing Limited regarding the status of their application. Please note that although you may qualify, the number of units is limited and will therefore be granted based on priority of highest need.

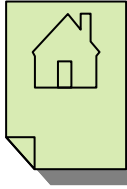
1. Confirm your eligibility by reading the Affordable Housing Program FAQs. (Included)
2. Fill out all sections of the application in full.
3. Ensure you have attached all the documentation requested on the application checklist. (Included)
4. Completed application forms and documentation can be dropped off to the following address:

**Airdrie Housing Limited  
c/o Community Links  
112 First Avenue NW  
Airdrie, AB**

***or mailed to:***

**Airdrie Housing Limited  
c/o Community Links  
211, 125 Main Street  
Airdrie, AB T4B 0P7**

For further information or assistance contact Airdrie Housing Limited by calling **403-945-3900** or by emailing to: [karenl@nrvc.ab.ca](mailto:karenl@nrvc.ab.ca)



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### **Affordable Housing Program FAQs**

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#### **Who qualifies?**

Applicants who qualify for Airdrie Housing Limited Affordable Housing must:

- Be in core housing need, as determined by the table below;
- Have less than \$7,000 in assets; and
- Be either a Canadian citizen OR a person permitted into Canada lawfully for permanent residence OR a refugee sponsored by the Government of Canada OR in individual who has applied for refugee or immigration status and for whom private sponsorship has broken down.

The Core Needs Income Threshold (CNIT) figures for Airdrie, as determined by the Government of Alberta, are as follows.

<u>Unit type</u>	<u>Income</u>
Bachelor Suite	\$33,500
1 Bedroom	\$39,000
2 Bedroom	\$48,000
3 Bedroom	\$54,500
4 Bedroom	\$60,000
5+ Bedroom	\$63,000

Such factors as dependant children, the applicant's current rent-to-income ratio and suitability of current housing are considered during the application process.

#### ***What if my income is too high to qualify for an affordable housing unit?***

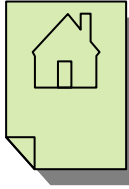
Airdrie Housing Limited offers the RentPlus rent supplement program for those who earn too much to qualify for affordable housing, but are in need of rent relief because their rental costs total more than 30% of gross annual income.

#### ***How will I know if I qualify for an Airdrie Housing Limited affordable unit?***

Applicants will be contacted by Airdrie Housing staff as to the status of their application. If you are approved, you will be contacted by phone. If you are denied, you will receive a letter. Please note that although you may qualify, there are a limited number of units and they will be granted based on priority of highest need.

#### ***For how long will I be entitled to the unit?***

Once qualified, clients will be asked to sign a fixed-term lease. The client's lease will be reconsidered at the end of the term to determine if the household still qualifies for the unit.



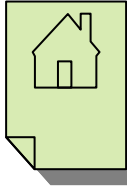
# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### ***How do I apply?***

Application forms can be downloaded from the Community Links website at: [www.nrvcl.ab.ca](http://www.nrvcl.ab.ca) or you may stop by the Community Links office for an assessment. The application requires proof of income and assets, as well as any applicable information such as an eviction notice. Completed application forms can be dropped off at **Airdrie Housing Limited, 112 First Avenue NW** or mailed to: **Airdrie Housing Limited, c/o Community Links, 211,125 Main Street, Airdrie, AB T4B 0P7. Call 403-945-390 and ask for Karen Lazaruk.**



# AIRDRIE HOUSING LIMITED

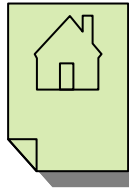
## Housing Unit Application

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### **Prospective Tenant Information**

As a prospective Airdrie Housing Limited tenant, there are some things we would like clients to consider and plan for:

1. Airdrie Housing requires that all tenants carry Content Insurance on their belongings and proof of this insurance must be provided.
2. Airdrie Housing is rarely able to provide more than 30 days notice that a unit is available, so it is advised that applicants investigate possible penalties for breaking current leases.
3. Tenants are asked to sign a fixed-term lease and provide first month's rent and damage deposit (equivalent to one month's rent) **on move-in day** in the form of two cheques.
4. Post-dated cheques for the remainder of the rent must be provided to the property management company **on move-in day**.
5. The damage deposit must come in the form of a **certified** cheque.
6. It can take several days to have utility accounts transferred to another address, so it is advised that tenants look into this process ahead of time.
7. If anything on your application changes after you submit it, please call Karen at 403-945-3900 with the new information. For example, if there is a new pet in the family or a new job.



# AIRDRIE HOUSING LIMITED

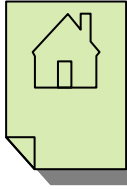
## Housing Unit Application

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### **Application Checklist**

Please include all applicable documents (copies only) with your application. This will allow Airdrie Housing Limited to process your application more quickly and efficiently.

- Passport OR birth certificate OR health care card for all household members who will be living in the unit.
- Photo ID for all adults who will be living in the unit. (Such as a driver's license).
- Canadian Citizenship Card for all household members who were not born in Canada.
- The most recent pay stub for each person in the household over 15 years old.
- Proof of for Worker's Compensation, Employment Insurance, Income Support, AISH or Child Support.
- Bank statement outlining payment for Old Age Securities, Canada Pension, GST refunds, Alberta Seniors Benefit, Alberta Family Tax Credit or Child Tax Benefit from the **last 30 days**.
- Copies of most recent sales and expenses if a small business owner or self-employed.
- Eviction notice
- A copy of the Notice of Assessment outlining tuition and book fees if a member of the household is a post-secondary student.
- Proof of assets and investment income.
- Read and sign the Declaration
- Read and sign the Confidentiality Agreement
- Complete the Consent for Release of Information so Airdrie Housing may conduct a reference check, which is mandatory for all Affordable Housing clients.



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### **Applicant Information**

Personal information is collected in accordance with the Alberta Freedom of Information and Privacy Act and is for use by Airdrie Housing Limited and the administration of its programs only.

Name of Applicant (Include maiden name if applicable)	Date of Birth (MO/DD/YR)
Home Phone Number	Cell phone number
Work Number	Email

***Please note at which number you can be reached on weekdays during the hours of 8:30 a.m. to 4:30 p.m.***

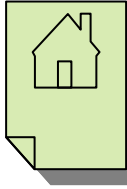
### **Current Residential Address** (Include mailing address if different from residential address)

Apartment #	Street Address
City/Province	Postal Code

### **FAMILY – List all the names and information for the people who will be living at the residence.**

Surname	First Name	Birth Date (MO/DD/YR)	Gender	Relationship to Applicant

Do you expect the number of family members to change in the next 12 months (pregnancy or relocation)? If so, please explain:



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### School

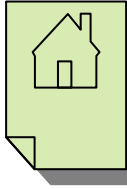
Is anyone over 18 attending school full-time? (please circle)	YES	NO
If YES, please attach a copy of your notice of assessment for school funding for each person over 18 attending school.		

### Current Living Situation

Have you been asked to leave your current address?	YES	NO
Do you have an eviction notice? (if yes, please attach a copy to this application)	YES	NO
What type of unit do you currently live in? (please circle) Rental unit (Apartment, Townhouse, House) Living with family and friends Shelter Group Home Rooming House	In your current residence: How many bedrooms are in the unit? _____  How many bedrooms does your family use? _____	
What are you currently paying in rent?		
Are you currently paying utilities separately? YES (please provide a copy of each for verification) NO		

### Accessibility

Do you need wheelchair access?	YES	NO
Are you able to climb stairs?	YES	NO
(If not, please explain so that we can understand what type of unit best suits your needs)		



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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**Residential History** – please list previous housing information if you have been at your current address for less than two years.

<b>Previous address:</b>	
Lived there from    until	Reason for leaving:
Landlord's name:	Landlord's phone number:
<b>Previous address:</b>	
Lived there from    until	Reason for leaving:
Landlord's name:	Landlord's phone number:
<b>Previous address:</b>	
Lived there from    until	Reason for leaving:
Landlord's name:	Landlord's phone number:

***Airdrie Housing will contact previous landlords for the purpose of completing reference checks. Please ensure you complete the Consent for Release of Information document at the end of this application so we may do so. Inability to verify references may mean your application cannot be processed.***

Has anyone named on this application lived in a subsidized unit in Calgary?    YES    NO

If YES, please provide the address for the unit, date when you moved out and the reason for leaving:

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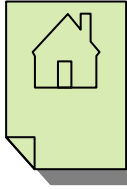


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**Date when the accommodation is required:** \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### **Additional Important Information**

Do you currently hold Tenant Content Insurance? **This is a requirement for Airdrie Housing Limited tenants and will be needed if you reside in one of our units.** For information about Tenant Content Insurance, call the Insurance Bureau of Canada's Toll-Free Alberta Consumer Information Line at 1-800-377-6378.

Are you currently receiving the **Direct Rent Supplement** from **Calgary Housing Company** or on the **Calgary Housing Company waitlist**? If you are, that does not mean you are ineligible for the Airdrie Housing Limited program, but it must be disclosed.

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If you are applying for a 1-bedroom unit, are you willing to share a unit with 2 or more bedrooms?    YES                      NO

How much notice do you need to give your current landlord that you are moving? ***(Please note that often, Airdrie Housing is not able to give more than 30 days notice that a unit is available. It may be a good idea to investigate the penalty for breaking a lease with your landlord)***

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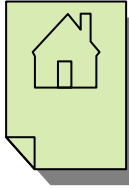
Is there anything else you would like Airdrie Housing Limited to know about your situation as we process your application?

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# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### **Pet Information**

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**Please note that pets are permitted in some Airdrie Housing units, depending on the building and only to a certain size. If you add any companion animals to your household after submitting this application, please let Airdrie Housing know.**

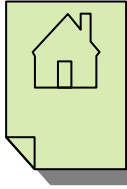
Do you currently have any pets?    YES    NO

Are you willing to find a new home for your pet?    YES    NO

If yes, please describe the type and size of each animal in the household: \_\_\_\_\_

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# AIRDRIE HOUSING LIMITED

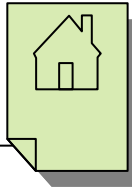
## Housing Unit Application

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### **Emergency Contact Information**

If you do become an Airdrie Housing Limited tenant, who would you like us to contact for you in case of an emergency?

Emergency Contact Name	Emergency Contact Phone Number
Insurance Company Name and Policy Number	Insurance Company Agent Name and Phone Number



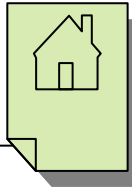
# AIRDRIE HOUSING LIMITED

## Housing Unit Application

### **Income and Asset Information**

In the table below, please list the **GROSS** monthly and annual income amounts you receive from the **APPLICABLE** income sources listed. This table needs to be completed for every each member of the household over the age of 15 earning any type of income. Please provide COPIES of verification for each income source, including the most recent pay stub or bank statement.

Source	Applicant		Household Member #2		Household Member #3	
	Income Per Month	Income Per Year	Income Per Month	Income per Year	Income Per Month	Income per Year
Employment						
Alimony Payments						
Child Maintenance Payments						
Canada Pension						
Disability Pension						
Employment Insurance						
Income Support						
AISH						
Worker's Compensation						
GST Rebate						
Alberta Family Tax Credit						
Old Age Pension						
Child Tax Benefit (Including Universal Child Tax Credit)						
Other Income (such as from a business)						
<b>TOTAL</b>						

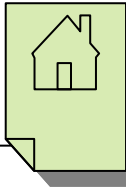


# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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**If additional space is required to list household income, please request an additional form.**



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

### Household Assets

Please list any and all household assets and associated values (refer to the list on FAQ document which outlines those items which are exempt). Documents are required for all items listed below.

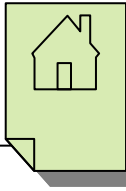
	Total Value	Income or Interest received in last 12 months
Stocks or Bonds		
Savings Bonds		
Savings/Chequing Accounts		
Term Deposits		
Mutual Funds		
Property (full or part ownership in a house or land)		

### Vehicle

Do you own a vehicle?	YES	NO	How many vehicles do you own?
Do you lease a vehicle?	YES	NO	How many vehicles do you lease?
When does your lease(s) expire? (MO/DD/YR)			
Vehicle #1 Description:	Year:	Make:	Model: #of doors:
Outstanding balance on loan(s):			
<b>Please provide copies of any lease or loan agreements for the above vehicles.</b>			

### Business

Do you have ownership of a business?	YES	NO
Name of business:		
Address of business:		
If YES, please attach the three most recent monthly financial statements.		



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

### **Employment Verification**

This document is to be completed by the applicant's employer. (One form per employer, please request additional forms from Airdrie Housing Limited as needed). This form is required to verify that the household income is ongoing, as a pay stub only verifies what has been earned to date.

THE EMPLOYER ACKNOWLEDGES THE **CONFIDENTIALITY** OF THIS DOCUMENT

Name \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date Employment Commenced \_\_\_\_\_

Gross Earnings (before deductions)

\$\_\_\_\_\_ Yearly      \$\_\_\_\_\_ Monthly      \$\_\_\_\_\_ Biweekly

Date the above Earnings Commenced \_\_\_\_\_

Earnings from Overtime, Bonuses, Commissions etc. which the employee may receive during the year:

\_\_\_\_\_

\*\*\*\*\*

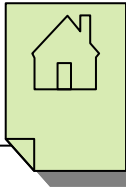
**I HEREBY CERTIFY THE ABOVE INFORMATION AS CORRECT:**

Employer Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Please print)

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### **Declaration**

I/We hereby certify that all statements made in this application are true and I/we agree to provide current and complete income information in whatever form Airdrie Housing Limited requests. It will be the applicant's responsibility to inform Airdrie Housing Limited of any changes to this application within 30 days.

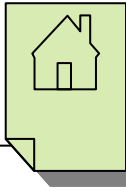
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co- Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***For office use only***

Date Application was received \_\_\_\_\_ Worker Signature \_\_\_\_\_

Date Application was approved \_\_\_\_\_ Worker Signature \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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### **Confidentiality**

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All information you share with Airdrie Housing Limited is kept confidential within the agency. Personal information is collected according to the Freedom of Information and Privacy Act and is for use by Airdrie Housing Limited and the administration of its programs only. The information is stored on the Hull Outcome and Monitoring Evaluation System which is a secure Internet software package designed for case management and evaluation of agency services. If you have any questions about the collection of your personal information, ask an Airdrie Housing staff member.

Airdrie Housing Limited staff members meet on occasion to discuss the application process for clients and renewal of application procedures.

Airdrie Housing Ltd. has a duty by law, without notification to disclose confidential information to:

- a) Children's Services when there is suspected child abuse and/or neglect
- b) Court Authorities when Airdrie Housing Limited staff or records are court ordered or subpoenaed
- c) Authorities if there is evidence or risk of harm to self or others

In instances where collaboration with another service provider is appropriate, we will not seek information from or provide information to any other person without a completed *Consent for Release of Information Form*.

In accordance with the Freedom of Information Act (FOIP) and Provincial Personal Information Protection Act (PIPA), clients may request access to their client information. Requests should be made in writing and signed by the person making the request thirty (30) days in advance.

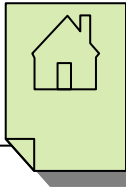
### **Agreement**

I/We have read the above.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Airdrie Housing Limited Witness: \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

### **Consent for Release of Information**

**Personal information is collected according to the Freedom of Information and Privacy Act and is for use by Airdrie Housing Limited and the administration of its programs only. However, in order to process applications fully and properly determine eligibility, Airdrie Housing Limited staff members may need to discuss the applicant's personal information with employers, previous landlords or other relevant people. This communication can only take place with the applicant's permission.**

In accordance with the Freedom of Information and Protection of Privacy Act section 34 (1) (K) (i) and (ii), I/We \_\_\_\_\_ give Airdrie Housing Limited staff permission to exchange pertinent information with the agency support workers or other people listed below.

I/We understand that Airdrie Housing Limited and the below named persons or agencies will only be exchanging personal information necessary to assist me in obtaining independent living within a Airdrie Housing Limited unit.

The release of information is in effect from \_\_\_\_\_ to \_\_\_\_\_  
(If this portion is left blank, the consent will expire one year from the date this form is signed by the applicant)

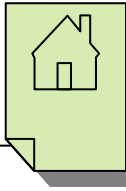
List the agencies or people that Airdrie Housing Limited can contact (for instance, previous landlords as previously listed, employer etc.)

<u>Relationship to client</u>	<u>Person to contact</u>	<u>Phone number</u>
<u>Relationship to client</u>	<u>Person to contact</u>	<u>Phone number</u>
<u>Relationship to client</u>	<u>Person to contact</u>	<u>Phone number</u>

Date: \_\_\_\_\_ Applicant name (printed): \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Signature of applicant(s): \_\_\_\_\_

NOTICE: This communication is intended ONLY for the use of Airdrie Housing Limited and may contain information that is confidential or legally privileged. If you are not the intended recipient named above or a person responsible for delivering messages or communication to the intended recipient, YOU ARE HEREBY NOTIFIED that any use, distribution, or copying of this communication or any of the information contained in it is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and then destroy this communication, or return it to us by mail if requested by us. Thank you for your attention and cooperation.



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

### **Budgeting Worksheet**

This worksheet is intended to assist Airdrie Housing Limited's client to project their monthly budget.

Please fill out the following worksheet and return it with your application. If at some time during your tenancy you have difficulty paying the rent, this worksheet will be referred to as a way of determining what has changed for the household finances.

#### **Income**

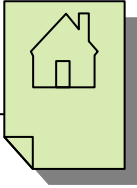
<b>Monthly Income – what money do you count on each month?</b>	
Income (wages or salary after deductions)	
Income (wages or salary after deductions)	
Child Tax Credit	
Alberta Family Tax Credit	
Child Support	
Spousal Support	
Other regular monthly income, such as pension income or social assistance benefits or EI	
<b>Total Monthly Income</b>	

<b>Other money received during the year</b>	
GST credit	
Other	
<b>Total Annual or Intermittent Income</b>	



**Total Monthly Income: \$ \_\_\_\_\_**

**Total Annual Income: \$ \_\_\_\_\_**



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

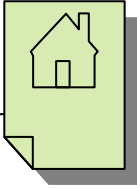
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### **Expenses**

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<b>Annual Expenses – what is paid out annually or intermittently?</b>	
<b>Taxes</b> (if not automatically deducted from paycheque)	
<b>Education</b>	School fees
	Busing
	Tuition
	Books and supplies
	Special events and trips
<b>Other</b>	
<b>Total Annual or Intermittent Expenses</b>	

<b>Monthly Expenses – what money must go out each month?</b>	
<b>Housing</b>	Rent
	Tenant Content Insurance
	Electricity
	Phone, Cable, Internet services
<b>Transportation</b>	Bus Fare
	Car Loan
	Car Insurance
	Gas
	Parking
<b>Child Care</b>	
<b>Groceries</b>	Food
	Personal Hygiene Products
	Paper Products



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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<b>Medical Expenses</b>	Prescriptions	
	Other	
<b>Loan repayment or Credit card bills</b>		
<b>Personal Allowance</b>	Restaurants and Take Out	
	Coffee & Lunch at work	
	Children's allowances	
	Clothing	
	Other	
<b>Other Monthly Expenses</b>	Child Support	
	Alimony	
	Life Insurance	
	Medical Insurance	
	Disability Insurance	
	Other	
<b>Total Monthly Living Expenses</b>		

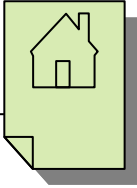
### Financial Picture

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What is the different between Total Monthly Income and Total Monthly Expenses?



\$ \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Housing Unit Application

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What needs to be done to make things better for your household finances?

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### Things that can help:

1. Visit [www.povertyreduction.ca](http://www.povertyreduction.ca) to ensure you are accessing all the government benefits for which you are eligible.
2. Attend a budgeting workshop. These are offered by Momentum ([www.momentum.org](http://www.momentum.org) or call 403-272-9323 and Community Links ([www.nrvcl.ab.ca](http://www.nrvcl.ab.ca) or call 403-945-3900).
3. Investigate methods for saving money – every cent counts! Eat at home and avoid restaurant costs or
4. Involve the whole family in the budgeting process so each member knows where the money comes from and where it needs to go.
5. Keep track of the dates when bills are due to avoid costly late charges.
6. Access free budgeting information from [www.alis.gov.ab.ca/careershop](http://www.alis.gov.ab.ca/careershop) or call 1-800-661-3753.