



Airdrie Housing Limited RentPlus Supplement Program Application

- ☑ Please read the eligibility requirements carefully before filling out the application form. RentPlus applicants must be current Airdrie residents and either employed or receiving Employment Insurance.
- ☑ Fill out the application completely and refer to the **Application Checklist** provided.
- ☑ Please note that although you may qualify, funding is limited and will therefore be granted based on priority of highest need.
- ☑ It is recommended that applicants meet with a ***Community Links intake worker*** prior to submission of the application to ensure the application is completed and the appropriate supporting documents are provided. No appointment is necessary. Community Links may be reached at 403-945-3900 and the office is located at:

#105 – 104 First Avenue NW

Office hours are: *Monday, Tuesday and Wednesday* from 8:30 a.m. to 4:30 p.m. *Thursdays* from 8:30 a.m. to 8 p.m. *Fridays* from 8:30 a.m. to 4 p.m. Please note the office is closed daily from noon to 1 p.m.

If this is not convenient, completed applications may also be:

Mailed to:

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

Faxed to:

**Karen Lazaruk, Housing Assessment Coordinator
Airdrie Housing Limited
403-948-0226**

Scanned and Emailed to:

karenl@nrvc.ab.ca



AIRDRIE HOUSING LIMITED

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RentPlus Supplement Program FAQs

Is high rent putting the squeeze on your monthly income? Airdrie Housing Limited's *RentPlus* Supplement program provides rent relief for individuals and families who are currently paying more than 30% of their gross monthly income on rent and do not qualify for any other rental subsidy programs.

Who qualifies?

In order to qualify, applicants must be Canadian citizens or Permanent Residents aged 18 years or older who are employed and renting a unit in Airdrie. Refugees sponsored by the Government of Canada OR individuals who have applied for refugee or immigration status and for whom private sponsorship has broken down may also apply as long as supporting documentation is provided.

Your gross yearly household income must fall within the prescribed range and is based on the total yearly income of employed adults residing in the home. The qualifying household incomes and minimum rental costs are listed below:

Unit size	Annual Income Range	Minimum Monthly Rent Range
Bachelor	\$33,501 - \$36,851	\$837 - \$921
1 Bedroom	\$39,001 - \$42,901	\$975 - \$1,072
2 Bedroom	\$48,001 - \$52,801	\$1,200 - \$1,320
3 Bedroom	\$54,501 - \$59,951	\$1,362 - \$1,498
4 Bedroom	\$60,001 - \$66,001	\$1,500 - \$1,650
5 Bedroom	\$63,001 - \$69,301	\$1,575 - \$1,732

If your annual household income is below the minimum levels listed, then you may qualify for other provincial rental subsidy programs. Applicants who are within the income range but are paying less than the minimum amount of rent will not qualify, as their rent to income level is below 30% and they are not considered to be in need of rent relief.

What type of housing units qualify?

The *RentPlus* Supplement program requires a tenancy agreement between the landlord and tenant for apartments, townhouses, condominiums, suites, houses, or other approved accommodation.

How much is the rental supplement?

The base supplement is \$150 per month. Funds are calculated for those who qualify based on the difference between the monthly rent and 30% to 50% of gross income. Additional funds may be assigned based on the number of dependant children or adults living in the household and whether or not the applicant is responsible for paying heat and water. The income of those below the age of 18 or dependent adults unable to work will not be included in the household's gross income. Maximum rental supplement is \$300.

How will I know if I will be receiving RentPlus?

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 or further documentation is



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needed, you will receive a letter or an email. Please note that although you may qualify, funding is limited and will therefore be granted based on priority of highest need.

How will I receive the supplement and when?

Rental supplements will be mailed to the recipients for receipt by the end of the month. It is recommended that applicants apply as close to the beginning of the month as possible to allow Airdrie Housing sufficient time to review applications before monthly cheques are to be issued.

What documents must I provide?

Included in each application is a checklist of the documentation required by Airdrie Housing Limited. These documents include the following:

Proof of income

- Most recent pay stub
- Written confirmation of wages from your employer
- 30-day bank statement illustrating any other sources of income, such as the Child Tax Benefit, child support, spousal support, or Employment Insurance.
- Notice of Assessment for adults attending post-secondary institutions (if applicable)

Proof of rental rate and residency

- Copy of current, signed lease agreement illustrating: the applicant's name; rental amount; term of lease; address; and utility payment information.
- Notice of rent increase (if applicable)

Acceptable proof of citizenship

- Applicants who are not Canadian Citizens must provide copies of Long Landing Papers illustrating the date on which their stay in Canada expires.
- *Please note that all applicants accepted for the program will be asked to show picture identification at the time that the agreements are signed. Some form of identification must be seen for dependant children and adults in the family.*

What about my assets?

There is an asset limit for those applying for Airdrie Housing Limited programs.

Assets **not** considered for the application include:

- the value of one vehicle per household
- bursaries or scholarships for current students in the household
- RESP and RRSP investments (*within reasonable limits*)
- personal effects such as clothing and jewelry, trade or business tools needed for employment
- assets derived from government compensatory packages

Assets which **are** considered include:

- additional vehicles
- stocks, bonds, term deposits, mutual funds, cash
- business equity
- property



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For how long will I receive RentPlus and do I have to reapply for the program?

The applicant and Airdrie Housing will sign a funding agreement for 1 year and the applicant's situation will be reviewed on a semi-annual basis. At any time during the agreement year, Airdrie Housing may make random requests for rent receipts or rent confirmation by the landlord. If at any time during the agreement year your income situation changes or you move, you are required to contact Airdrie Housing Limited within 30 days to update your information and be reassessed. Failure to do so will result in the agreement being terminated.

Sustainability of the RentPlus program is subject to availability of funding and may be altered or terminated with limited advance warning.

What if my income is too low to qualify for RentPlus?

If your income is too low for RentPlus, you may qualify for the subsidized housing or rent supplement programs offered by the Government of Alberta. The province calculates a figure called the Core Needs Income Threshold (CNIT) and those within it are considered eligible for the province's **Direct Rent Subsidy Program (DRSP)**. Below are the Core Needs Income Threshold figures for Airdrie and area. For example, those earning not more than \$33,500 per year renting a bachelor unit for \$850 per month would qualify, but those paying \$650 per month would not.

Type of Unit	Bachelor	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
Airdrie CNIT	\$33,500	\$39,000	\$48,000	\$54,500	\$60,000	\$63,000
Minimum Monthly Rent	\$837	\$975	\$1,200	\$1,362	\$1,500	\$1,732

Currently the DRSP for Airdrie and area is available through *Calgary Housing Company. For more information, contact Calgary Housing at 403-221-9100 or call Airdrie Housing Limited at 403-945-3900 to set up an appointment to complete the application.

*Calgary Housing Company administers the DRSP on behalf of Airdrie, Crossfield, Cochrane, Chestermere, Beiseker and Irricana.

IMPORTANT NOTE:

You are ineligible for RentPlus if you are currently receiving the Direct Rent Supplement through Calgary Housing Company.



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Application Checklist

Please review the following checklist for documents APPLICABLE to your financial situation and include copies with your application. Ensuring all applicable documents are included will allow Airdrie Housing Limited to process your application more quickly and efficiently.

Proof of income

- Most recent pay stub
- Written confirmation of wages from your employer
- Most recent AISH cheque deposit stub AND/OR
- Most recent Income Support cheque deposit stub AND/OR
- Most recent deposit information for Canada Pension Plan, Old Age Security or Disability Pension income
- 30-day Bank statement illustrating any other sources of income, such as the Child Tax Benefit, child support, spousal support, or Employment Insurance
- Notice of Assessment for adults attending post-secondary institutions

Acceptable proof of citizenship

- Applicants who are not Canadian Citizens must provide copies of Long Landing Papers illustrating the date on which their stay in Canada expires.
- Applicants accepted for the program will be asked to show picture identification, preferably a driver's license, at the time that the agreements are signed.
- Some form of identification must be seen for dependant children and adults in the family.

Acceptable proof of residency and rental rate

- Copy of current, signed lease agreement illustrating:
 - o the applicant's name
 - o the landlord's name
 - o rental unit address
 - o rental amount
 - o term of lease
 - o utility payment information
- Notice of rent increase

Assets

- With the exception of one vehicle per household, provide documentation of all household assets, including:
 - o additional vehicles
 - o stocks, bonds, term deposits, mutual funds, cash
 - o business equity (Do you own a small business?)
 - o property

Agreements

- Read and sign the **Declaration, Confidentiality Agreement** and complete the **Consent for Release of Information** with your landlord's contact information in the event Airdrie Housing must confirm residency or rental rate.



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Rental Information

Current Monthly Rent Amount	What type of unit is it? (Condo, Apartment, House etc.)	How many bedrooms?

Utility Information

If the applicant is responsible for paying heat, water or electricity charges in addition to rent, please fill out the table below. (Please note, utility responsibility must be outlined on the tenancy agreement).

<i>Please circle the applicable box(es)</i>	Heat	Water/Sewer	Electricity
Monthly Amount Paid by Tenant			

Employment Information

Verification Required (Refer to the Application Checklist at the front of the application)

Applicant

Company Name	Occupation
Address	City/Town
Province	Postal Code
Gross Annual Income (before deductions and taxes)	Years of employment

Additional Earning Household Members Aged 18 or Older

Company Name	Occupation
Address	City/Town
Province	Postal Code
Gross Annual Income (before deductions and taxes)	Years of employment



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Household Income Information

In the table below, please list the **GROSS** monthly and annual income amounts you receive from the **APPLICABLE** income sources listed.

Verification Required (Refer to the Application Checklist at the front of the application)

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						
Child Tax Benefit (including Universal Child Tax Credit amount)						
Employment Insurance						
Child Maintenance Payments						
Alberta Family Tax Credit (paid twice per year)						
Alberta Works Income Support						
GST Rebate (paid four times per year)						
Assured Income for the Severely Handicapped						
Worker's Compensation						
Spousal Support						
Canada Pension AND/OR Disability Pension						
Old Age Pension						
Other Income (such as from a business, insurance settlement, divorce settlement etc.)						
TOTAL						



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Household Asset Information

Verification Required (Refer to the Application Checklist at the front of the application)

Assets **not** considered for the application include:

- the value of one vehicle per household
- bursaries or scholarships for current students in the household
- RESP and RRSP investments (*within reasonable limits*)
- personal effects such as clothing and jewelry, trade or business tools needed for employment
- assets derived from government compensatory packages

Assets which **are** considered include:

- additional vehicles
- stocks, bonds, term deposits, mutual funds, cash
- business equity
- property

Please list any and all household assets and associated values.

Assets	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 (only fill this out if there is more than one vehicle in the household)		Amount of equity in the vehicle:

Is there anything else you wish Airdrie Housing Limited to understand about your current financial, employment/income situation?



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Confidentiality

All information you share with Airdrie Housing Limited is kept confidential within the agency and used for the sole purpose of the administration of programs. Staff members meet on occasion to exchange ideas and suggestions on how to better support the clients we are working with.

Airdrie Housing Limited 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 Community Links 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*.

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, please speak with an Airdrie Housing Limited staff member.

In accordance with the Freedom of Information Act and Provincial Personal Information Protection Act, 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: _____

Co-Applicant signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____



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Consent for Release of Information

Please review the Confidentiality Agreement above for information regarding how your personal information is collected and used.

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)

Landlord	<u>Person to contact</u>	<u>Phone number</u>

Date: _____ Applicant name: _____

Witness name: _____ Applicant signature: _____

Witness signature: _____ Co-Applicant name: _____

Co-Applicant signature: _____

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 _____