

# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---



This application is for Airdrie Housing's ***RentPlus Supplement Program***. Please read the eligibility requirements carefully before filling out the application form. RentPlus applicants must be current Airdrie residents, Canadian citizens and employed. Applicants will be contacted by Airdrie Housing Limited regarding the status of their application. Please note that although you may qualify, funding is limited and will therefore be granted based on priority of highest need.

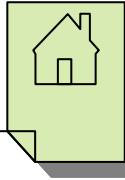
1. Confirm your eligibility by reading the **RentPlus FAQs**. *(Included)*
2. Fill out the application completely and refer to the **application checklist**. *(Included)*
3. Completed application forms and supporting documents can be dropped off to the following address:

**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** at **403-945-3900**  
or by emailing to [karenl@nrvc.ab.ca](mailto:karenl@nrvc.ab.ca)



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **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 18 years of age or older, employed, and already renting a unit in Airdrie. 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:

<b>Unit size</b>	<b>Annual Income Range</b>	<b>Minimum Monthly Rent Range</b>
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.

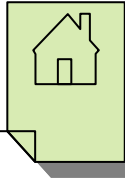
#### ***What type of housing units qualify?***

The RentPlus Supplement program requires a tenancy agreement between the landlord and tenant for any of the unit types below:

- 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.



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### ***What documents must I provide?***

Proof of income:

- Most recent pay stub
- Written confirmation of wages from your employer
- 30-day bank statement illustrating such additional payments as the Child Tax Benefit or spousal support
- Notice of Assessment for adults attending post-secondary institutions

Acceptable proof of citizenship:

- Passport *or* Birth certificate *or* Canadian Citizenship Card for all tenants not born in Canada

- *Please provide identification for all dependant children and adults in the home*

Acceptable proof of residency:

- Valid driver's license with current address *or*
- City of Airdrie utility bill addressed to applicant *or*
- Copy of tenancy agreement

Proof of rental rate:

- Signed confirmation from landlord *or*
- Copy of tenancy agreement
- Notice of rent increase

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 rent is due.

### ***What about my assets?***

Qualified applicants may have a maximum of \$7,000 in assets.

Assets **not** considered for the application:

- 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:

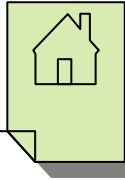
- additional vehicles
- stocks, bonds, term deposits, mutual funds, cash
- business equity
- property

### ***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, you will receive a letter. 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.



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### ***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.

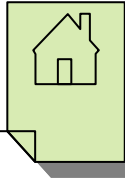
Type of Unit	Bachelor	1Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5 Bedrooms
Airdrie CNIT	\$33,500	\$39,000	\$48,000	\$54,500	\$60,000	\$63,000
Minimum Monthly Rent	\$837	\$975	\$1,200	\$1,362	\$1,500	\$1,732

Currently the DRSP for Airdrie and area is available through \*Calgary Housing. 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 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.



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **Application Checklist**

Please include copies of the following documents with your application. This 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
- 30-day Bank statement illustrating such additional payments as the Child Tax Benefit or spousal support, which will be deducted from the applicant's annual income
- Notice of Assessment for adults attending post-secondary institutions

#### **Acceptable proof of citizenship:**

- Passport *or*
- Birth certificate *or*
- Canadian Citizenship Card for all tenants not born in Canada
- Birth certificate or health care card for all dependant children or adults in the household
- Identification for all dependant children and adults in the home

#### **Acceptable proof of residency:**

- Valid driver's license with current address *or*
- City of Airdrie utility bill addressed to applicant *or*
- Copy of tenancy agreement
- Include a copy of a bill for each utility as an additional supplement is provided to those who must pay for utilities in addition to rent.

#### **Proof of rental rate:**

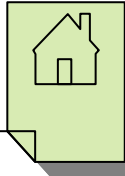
- Signed confirmation from landlord (optional)
- Copy of tenancy agreement (required)
- Notice of rent increase (if applicable)

#### **Assets:**

- Provide documentation of any claimed assets, with the exception of one vehicle per household.

#### **Agreements:**

- Read and sign the Declaration
- Read and sign the Confidentiality Agreement
- Complete the Consent for Release of Information Agreement



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

### **Applicant Information**

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

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

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

Apartment #	Street Address
<b>Airdrie, AB</b>	Postal Code

**Marital Status** (please circle) Single Married Common-Law/Cohabiting Divorced Separated Widowed

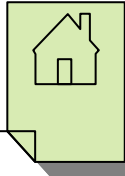
**Additional Tenants:** Please list the names and dates of birth for the other members of the household.

First and last name	Date of Birth (MO/DD/YR)	Gender	Relationship to applicant

**Post-Secondary Education:** Is any member of the household over the age of 18 attending school?

**Yes** (Please provide proof of enrollment for the current school year)

**No**



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **Rental Information**

---

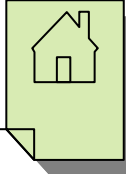
Current Monthly Rent Amount	What type of unit is it? (Condo, Apartment, House etc.)	How many bedrooms?

### **Utility Information**

---

If the applicant is responsible for paying utility charges in addition to rent, please fill out the table below. ***Please include copies of your most recent bill for each utility with the application.***

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



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **Employment Information**

---

Verification Required

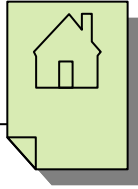
- **Signed employer verification form for each applicant**
- **Copy of most recent pay stub**

#### **Applicant**

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

#### **Additional Earning Household Members (*RentPlus takes into consideration the income of household members 18 and over*)**

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



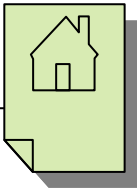
# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

### **Income and Asset Verification**

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 18 earning any type of income. Please ask for additional forms if needed. Please provide **COPIES of verification** for each income source. This includes the most recent **pay stub** and **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 amount)						
Other Income (such as from a business)						
<b>TOTAL</b>						



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

### **Household Assets**

Please list any and all household assets and associated values. Qualified applicants may have a maximum of \$7,000 in assets.

Assets not considered for the application:

- 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 considered:

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

Documents are required for all items listed below.

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?

---



---



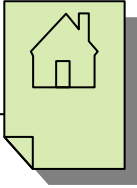
---



---



---



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **Employment Verification**

---

This document is to be completed by the applicant's employer. (One form per employer, please request additional forms from Airdrie Housing Ltd. 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: \_\_\_\_\_

\*\*\*\*\*

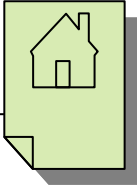
**I HEREBY CERTIFY THE ABOVE INFORMATION AS CORRECT:**

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

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

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

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



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **Rental Verification**

---

This document is to be completed by the applicant's landlord and is not needed if a **COPY OF THE LEASE AGREEMENT IS PROVIDED**

THE LANDLORD ACKNOWLEDGES THE **CONFIDENTIALITY** OF THIS DOCUMENT

Name \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

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

For how long as the applicant been a tenant in this unit? \_\_\_\_\_

When does the current lease agreement expire? \_\_\_\_\_

Monthly rental amount \$ \_\_\_\_\_

\*\*\*\*\*

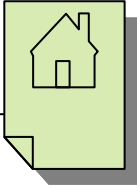
**I HEREBY CERTIFY THE ABOVE INFORMATION AS CORRECT:**

Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Please print)

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **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.

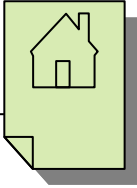
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

### **For office use only**

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

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



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

---

### **Confidentiality**

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.

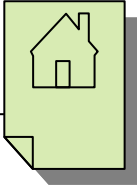
### **Agreement**

I/We have read the above.

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

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

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



# AIRDRIE HOUSING LIMITED

## RentPlus Supplement Program

### **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:

<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 applicant(s): \_\_\_\_\_

Signature of witness: \_\_\_\_\_

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.