



Application Checklist
(CHECK ALL THAT APPLY)

Proof of income provided: YES / NO

- o Two most recent paystubs
- o Most recent AISH cheque deposit information
- o Most recent Income Support cheque deposit information
- o Most recent deposit information for Canada Pension Plan, Old Age Security or Disability Pension income
- o Written confirmation of wages from your employer
- o **30-day Bank statement** illustrating any sources of income, such as the Child Tax Benefit, child support, spousal support, Employment Insurance, or Income Support- **all applicants 18 years+ must submit.**
- o Notice of Assessment for adults attending post-secondary institutions
- o Do you receive any rent subsidy?

Acceptable proof of citizenship and identity provided: YES / NO

- o Applicants who are not Canadian Citizens must provide copies of Long Landing Papers illustrating the date on which their stay in Canada expires.
- o ID for all applicants and children

Assets and Loans provided (if necessary): YES/ NO

Provide documentation regarding

- o vehicles (owned, leased or car loans)
- o stocks, bonds, term deposits, mutual funds, cash
- o business equity
- o property
- o Provide documentation regarding any automatic loan payments taken from your bank account

Do you have any pets? YES / NO

- *Please note that pets over 40 pounds are not allowed in units, additionally, all pets are assessed by Airdrie Housing staff.
- *A picture of the pet must be provided with application

Do you have accessibility requirements? YES / NO

- *Please note most units have 10-20 stairs

Do you own a home/ property? YES / NO

A note to applicants:

- Ensuring all applicable documents are included will allow Airdrie Housing Limited to process your application more quickly and efficiently, **if documents are not included your application will not be processed and returned to you.**
- It is **your responsibility** to update Airdrie Housing if anything on your application changes (phone number, address, email). **If you do not update Airdrie Housing and we cannot contact you, you will be removed from the waitlist and will need to reapply.**

Applicant signature: _____

Date: _____

o Application received by: _____
Staff Signature & Date (Original copy of application to be given to applicant)

Who qualifies for an Affordable Housing Unit?

Applicants must be in core housing need, as determined by the table below which outlines the Core Needs Income Threshold (CNIT) figures for 2017 in Airdrie (maximum income monthly). The minimum income per month was created as a way to ensure affordability requirements. Individuals with a rent to income ratio greater than 50% may not qualify for being placed on the waitlist.

<u>Bedroom units/rent per month</u>	<u>Minimum income monthly</u>	<u>Maximum income monthly</u>
1 Bedroom (\$690- \$850)	\$1380-\$1700	\$3666.77
2 Bedroom (\$860- \$990)	\$1720- \$1980	\$4500.00
3 Bedroom (\$1100)	\$2200	\$5208.33

How will I know if I qualify for an Affordable Housing unit?

Applicants will be contacted by Airdrie Housing Limited as to the status of their application either by phone, email or letter. Please note that although you may qualify, there are a limited number of units, and they will be filled according to the waitlist.

For how long will I be entitled to the Affordable Housing unit?

Once qualified, clients are required to sign a fixed-term lease. When the lease term expires, if the client continues to qualify and there have been no significant tenancy issues, the lease can be renewed.

Prospective Tenant Information

1. Airdrie Housing requests that all tenants carry CONTENT INSURANCE on their belongings. This is because Airdrie Housing's insurance DOES NOT replace tenant belongings in the event of damage, such as from a flood or fire.
2. Airdrie Housing is **rarely able to provide more than 30 days notice** that an Affordable Unit is available. Applicants are advised to investigate possible penalties for breaking their current lease agreements should they have to make such a decision.
3. Once offered an Affordable Housing unit, the process is as follows:
 - Airdrie Housing and the client will sign an agreement in which the client agrees to move into the unit within 30 days.
 - The move-in date is scheduled with the property manager.
4. On the MOVE-IN DAY, the client and the property manager will:
 - Complete the walk-through inspection
 - Sign the fixed-term lease
5. The client must provide the property manager with the following:
 - A CERTIFIED CHEQUE for the damage deposit (equivalent to one month of rent);
 - A cheque for the first month's rent
 - Post-dated cheques for the remainder of the lease term.
6. Clients must pay for their own ELECTRICITY and as it can take several days to have your current utility account transferred to your new address – or a new account created – we advise prospective tenants to look into this process ahead of time.

Household Information

Applicant name	Date of birth	Marital Status
Phone number (s)	Email	Are you a Canadian Citizen? <p style="text-align: center;">YES/ NO</p> <p><small>*If no please provide Long Landing Papers, Permanent Resident card, visa</small></p>
Current Address	City	Province, Postal Code

Additional Tenants (Please list the names and dates of birth for the other members of the household)

First and Last Name	Date of birth	Gender	Relationship to applicant

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*****Please note that all applicants and tenants who are working need to provide proof of income*****

Is there anything about your situation that you would like Airdrie Housing to know? (Expand on accessibility requirements/ pets- type & weight)

Budgeting Worksheet

Income type	Applicant	Co-Applicant(s)		
Employment Income	\$	\$		
AISH	\$	\$		
CPP/OAS/GIS (Seniors Pensions)	\$	\$		
Alberta Works	\$	\$		
Other	\$	\$		
TOTAL INCOME	\$			
Monthly Expenses				
Housing – Please select one of the housing options to determine rent		Personal Allowance		
<ul style="list-style-type: none"> 1 bedroom (\$690-\$850) 2 Bedroom (\$860- \$990) 3 Bedroom (\$1100) 		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Beauty/ hair/grooming</td> <td style="width: 30%; text-align: right;">\$</td> </tr> </table>	Beauty/ hair/grooming	\$
Beauty/ hair/grooming	\$			
Tenant Insurance	\$	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Coffee</td> <td style="width: 30%; text-align: right;">\$</td> </tr> </table>	Coffee	\$
Coffee	\$			
Electricity	\$	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Alcohol/cigarettes</td> <td style="width: 30%; text-align: right;">\$</td> </tr> </table>	Alcohol/cigarettes	\$
Alcohol/cigarettes	\$			
Heat	\$	Medical		
Phone/ Cable/ Internet	\$	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Prescriptions/ other</td> <td style="width: 30%; text-align: right;">\$</td> </tr> </table>	Prescriptions/ other	\$
Prescriptions/ other	\$			
Transportation		Recreation/ Entertainment		
Bus Fare	\$	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Gym membership</td> <td style="width: 30%; text-align: right;">\$</td> </tr> </table>	Gym membership	\$
Gym membership	\$			

Car Insurance	\$	Movies/ video games, etc.	\$
Gas/ Parking per month	\$	Personal Loans	\$
Food		Credit Card Payment	\$
Grocery Store	\$	Charity/ Donation	\$
Restaurant	\$	Pets	\$
Total income – Total expenses:		Total Expenses	\$
\$ _____			

Household Assets and Loan Information

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

- 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:

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

Assets	Total Value	Income or Interest received in last 12 months
Savings/Chequing Account #1		
Savings/Chequing Account #2		
Stocks or Bonds		
Savings Bonds		
Term Deposits		
Mutual Funds		

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How Airdrie Housing Keeps Information Confidential

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 in an Excel Database and kept on the agency's secure server.

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.

Confidentiality Agreement

I/We have read the above:

Applicant signature: _____ **Date:** _____

Co-Applicant signature: _____ **Date:** _____

Witness Name: _____ **Witness 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:** _____

Witness Name: _____ **Witness Signature:** _____