

Canmore Community Housing Corporation

2010/11 THE HECTOR AT PALLISER VILLAGE Perpetually Affordable Housing (PAH) Rental Application

Application for: Bachelor 1-Bedroom 2-Bedroom 3-Bedroom

Number of occupants to live in home: _____ Adults _____ Children _____ Pets

Important Note: Tenants are all adult occupants and must be on the rental lease and complete an application form.

APPLICANT 1		APPLICANT 2	
Section One: Contact Information			
Legal Name:		Legal Name:	
Phone Home: Work: Cell:		Phone Home: Work: Cell:	
E-mail:		E-mail:	
Mailing Address:		Mailing Address:	
Section Two: Age and Citizenship			
All tenants on the rental lease must be of Alberta legal age (18 years) and must be one of the following: a Canadian Citizen, a Permanent Resident of Canada, or have the legal right to work in Canada. Each applicant must provide a minimum of two (2) original pieces of identification, one with photo, to show proof of identity, age and legal status in Canada. The identification will be photocopied and returned to the applicant at the time the application is submitted.			
Birth Date (D/M/Y): ____ / ____ / _____		Birth Date (D/M/Y): ____ / ____ / _____	
Legal Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Legal right to work in Canada		Legal Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Legal right to work in Canada	
Two pieces of ID provided: At least one of: <input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Work Visa <input type="checkbox"/> Canadian Citizenship Card		Two pieces of ID provided: At least one of: <input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Work Visa <input type="checkbox"/> Canadian Citizenship Card	
and/or: <input type="checkbox"/> Alberta Operator's License <input type="checkbox"/> Other _____		and/or: <input type="checkbox"/> Alberta Operator's License <input type="checkbox"/> Other _____	
Section Three: Residency			
Preference will be given to households where tenants currently live in Canmore and shall have lived in Canmore for at least the twelve (12) month period immediately prior to the effective date of the lease.			
Current Street Address:		Current Street Address:	
From D/M/Y:	Total Yrs: Months:	From D/M/Y:	Total Yrs: Months:
Proof of Residency: <input type="checkbox"/> Landlord letter; or <input type="checkbox"/> Property Tax Assessment or rental lease agreement AND first and last month's utility bills with street address; or <input type="checkbox"/> Other: _____		Proof of Residency: <input type="checkbox"/> Landlord letter; or <input type="checkbox"/> Property Tax Assessment or rental lease agreement AND first and last month's utility bills with street address; or <input type="checkbox"/> Other: _____	

Applicant 1 Initials: _____

Applicant 2 Initials: _____

PALLISER VILLAGE – RENTAL

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APPLICANT 1		APPLICANT 2	
Section Three: Residency cont'd			
Previous Address (if at current address less than one year):		Previous Address (if at current address less than one year):	
From D/M/Y:	To D/M/Y:	From D/M/Y:	To D/M/Y:
Proof of Residency: <input type="checkbox"/> Landlord letter; or <input type="checkbox"/> Property Tax Assessment or rental lease agreement AND first and last month's utility bills with street address; or <input type="checkbox"/> Other: _____		Proof of Residency: <input type="checkbox"/> Landlord letter; or <input type="checkbox"/> Property Tax Assessment or rental lease agreement AND first and last month's utility bills with street address; or <input type="checkbox"/> Other: _____	
Section Four: Employment			
All tenants must be one of the following: an employee working in Canmore a minimum average of twenty (20) hours per week for a licensed Canmore business; a self-employed person with a Canmore business license; or a retiree with three (3) cumulative years of employment in Canmore. Note that employment includes, but is not restricted to, being on maternity leave or sick/disability leave, or being a homemaker, or having accepted a bona fide job offer. If you are an AISH recipient, contact us to determine your eligibility within this category.			
Category of Employment: <input type="checkbox"/> Employed <input type="checkbox"/> Retiree <input type="checkbox"/> Self-employed <input type="checkbox"/> Other: _____		Category of Employment: <input type="checkbox"/> Employed <input type="checkbox"/> Retiree <input type="checkbox"/> Self-employed <input type="checkbox"/> Other: _____	
Name of Business:		Name of Business:	
Contact Name: Position: Phone:		Contact Name: Position: Phone:	
From D/M/Y:	Hours/week:	From D/M/Y:	Hours/week:
Proof of Employment: Employed: <input type="checkbox"/> Three (3) most recent pay slips; OR <input type="checkbox"/> Employment contract/employer letter Self-employed: <input type="checkbox"/> Canmore business license Retiree: <input type="checkbox"/> Letter from previous employer; OR <input type="checkbox"/> Three (3) years of T4 Statements of Remuneration Paid from Canmore employer Other: <input type="checkbox"/> _____		Proof of Employment: Employed: <input type="checkbox"/> Three (3) most recent pay slips; OR <input type="checkbox"/> Employment contract/employer letter Self-employed: <input type="checkbox"/> Canmore business license Retiree: <input type="checkbox"/> Letter from previous employer; OR <input type="checkbox"/> Three (3) years of T4 Statements of Remuneration Paid from Canmore employer Other: <input type="checkbox"/> _____	
Section Five: Income			
All tenant households must fall within the income guidelines as determined by the Province of Alberta. Current guidelines do not allow gross household income to exceed \$28,000 for a bachelor, \$39,000 for a one-bedroom, \$40,000 for a two-bedroom, and \$58,000 for a three-bedroom. A variation may be allowed under some circumstances. Contact us for details.			
2009 Gross Annual Income: \$ (Line 150 of CRA Tax Notice of Assessment)		2009 Gross Annual Income: \$ (Line 150 of CRA Tax Notice of Assessment)	
Combined Gross Household Income: \$			
Proof of Income: <input type="checkbox"/> 2009 Canada Revenue Agency (CRA) Tax Notice of Assessment		Proof of Income: <input type="checkbox"/> 2009 Canada Revenue Agency (CRA) Tax Notice of Assessment	

Call CCHC at 403.609.9983 with any questions regarding the application or your eligibility.

Applicant 1 Initials: _____

Applicant 2 Initials: _____

Section Six: Occupants and References

Tenants are all adult persons occupying the rental accommodation. All tenants shall be on the rental lease and fill in the application form. The rental home must be the permanent primary residence, on a continuous basis of all adult occupants

Occupants (include self and all children)

Name	Relationship to Applicant(s)	Date of Birth (dd/mm/yyyy)
1.		___/___/___
2.		___/___/___
3.		___/___/___
4.		___/___/___

Pets

One (1) small dog weighing less than 10kg (22lbs), or up to two (2) cats, or a bird or birds will be permitted on approval by the Landlord.

Pet Name	Type of Animal	Approximate Weight/Size
1.		
2.		

Emergency Contacts

Name	Relationship	Phone

References: Applicant 1 (list at least one previous landlord)

Name	Relationship	Phone
1.		
2.		
3.		

References: Applicant 2 (list at least one previous landlord)

Name	Relationship	Phone
1.		
2.		
3.		

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 33(c) of **Alberta's Freedom of Information and Protection of Privacy Act**. This information will be used by Canmore Community Housing Corporation to determine eligibility for the Perpetually Affordable Housing program in Canmore. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact CCHC's FOIP Coordinator at 203, 600A 9th Street, Canmore, AB, T1W 2T2.

I/WE AGREE AND GIVE CONSENT to CCHC or their authorized agent to:

- contact my past and present employers to verify employment information;
- contact my past and present landlords to verify residency;
- request a written credit report on my behalf;
- conduct a reference check from supplied references; and
- use information from my application as part of a demographic profile of PAH applicants.

Applicant 1

Signature: _____

Date: _____

Applicant 2

Signature: _____

Date: _____

THE HECTOR AT PALLISER VILLAGE: HOW TO APPLY

ELIGIBILITY CRITERIA AT A GLANCE

- Do you work in Canmore or are you retired with a Canmore work history?
- Do you live in Canmore?
- Was your total household income less than \$58,000 in 2009?

If you answered yes, then you may be eligible to rent in Canmore's first Perpetually Affordable Housing (PAH) rental development, The Hector at Palliser Village.

Step 1: Complete the application form and gather supporting documents

All adults to live in the home must complete and sign an application form. Use an additional application form if there are more than two adults in the household. The form outlines the eligibility criteria and supporting documentation needed to apply to rent a Perpetually Affordable Housing (PAH) home at The Hector at Palliser Village.

If your circumstances are unusual or if you are unsure about a particular section of the form, call our office for clarification.

Step 2: Make an appointment with CCHC to submit your application

Call the CCHC office to arrange a time to bring in your completed application, supporting documentation and to sign a statutory declaration. At this meeting, CCHC will verify and copy identity documents and review your application to ensure it is complete. Once it is determined that your application is complete, each applicant will be required to sign a statutory declaration stating that all the information provided is truthful and accurate. Plan to spend approximately thirty minutes in the meeting and for all adult applicants in the household to attend.

Step 3: CCHC review and approval

CCHC will review all completed applications and verify the information provided within two business days pending the availability of your references. CCHC will contact you to let you know if you have met the eligibility criteria and will provide you with an approval letter. Take this approval letter to PEKA, the authorized property management agent, to review the terms and conditions of occupancy and select your home. If no units are available, you will be placed on a waiting list and contacted as they become available.

T: 403.609.9983
info@canmorehousing.ca
www.canmorehousing.ca