

587.390.1200

## SUBSIDIZED HOUSING APPLICATION CHECKLIST

### INSTRUCTIONS

- All areas of the attached application must be completed.
- Please answer all questions, yes or no in the box beside the question.
- Calgary Housing will NOT accept any application without the documents listed below.

### FAMILY

- Landed Immigrant – LONG LANDING PAPERS** : A Permanent Resident Card is acceptable showing front and back of card.

*If you arrived in Canada after 2005 then provide a copy of your landing papers for each Member of the family. The papers will say either Confirmation of Immigration or Confirmation of Permanent Residence on the top. "Verification of Landing" papers is not acceptable.*

### FAMILY NUMBERS

- Pregnancy** – A doctor's note confirming pregnancy and stating the due date for each member of the household who is pregnant
- Change in Household numbers** – If you expect members of your family to increase within the next twelve months, provide confirmation of their arrival. (This may be a plane ticket or copy of a travel itinerary.)

### INCOME

- Working income** – Each person over the age of 15 years must show pay receipts (stubs) with the last month's gross earnings, or provide a letter on company letterhead from their employer stating the number of average hours worked per week and their hourly monthly income.
- Self employed business owner** – (including taxi drivers) Copies of three month's sales and expenses.
- Employment Insurance** – One current pay receipt / cheque (stubs) or the confirmation of gross weekly amount (My Current Claim)
- Worker's Compensation** – One complete month of gross pay receipts/cheque (stubs).
- Social Assistance** – A copy of the 3-part medical services card with names, address and budget amount.
- AISH** – A copy of the 3-part AISH medical services card with names, address and budget amount.
- Child/Spousal Support** – Include proof of support (letter from your spouse or a copy of the court order.)

If the following are direct deposited into your bank account, please provide appropriate statement showing deposit. If not direct deposited, attached the official government payment schedule for each.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> - Old Age Securities | <input type="checkbox"/> - GST                     | <input type="checkbox"/> - Alberta Family Tax Credit |
| <input type="checkbox"/> - Canada Pension     | <input type="checkbox"/> - Alberta Seniors Benefit | <input type="checkbox"/> - Child Tax Benefit         |

### ASSETS

- Bank Statement** – Provide a 30-day transaction history for **all household bank accounts (including U.S.), from today, 30 days back.**
- RESP/TFSA/Investment Income** – Attach a statement showing the value of each Registered Education Savings Plan (RESP) or Tax Free Savings Account (TFSA) that you have.
- Property** – If you or anyone in your household owns property, attach a copy of the current balance on the mortgage. If it is to be sold, verify how much money you will receive after the sale. If the property is foreclosed, submit a letter from your lawyer or bank as proof, showing either deficiency judgement or surplus.
- Vehicle** – Attach a copy of any loan or lease papers for your vehicle, showing current outstanding balance.

### SCHOOL

- Student Loans and Grants** – Attach a copy of the School Funding Assessment showing payment for Tuition Fees, book costs and living allowance.

### EVICTION

- Eviction Notice** – Attach a copy of an eviction notice from your landlord, with reason for eviction.

# Frequently Asked Questions regarding CALGARY HOUSING COMPANY

## **Q: I have applied for Calgary Housing. What are the next steps?**

**A:** We will now process your application and send you a letter letting you know your status on the priority list.

## **Q: How is my priority determined?**

**A:** Priority on the waiting list is determined by your source and amount of income, family size, amount of rent paid and current circumstances that effect your living situation.

## **Q: What if there are changes to my situation?**

**A:** If your address or your phone number change, please call us at **587.390.1200**. If there are changes in your family size, your source or amount of income, the amount of rent that you pay, or the locations where you are willing to live, please update us in person at **any of our three locations**.

## **Q: What are your office hours?**

**A:** We are open Monday to Friday from 8:00 a.m. to 4:00 p.m. We are closed on statutory holidays. Our phone lines are open from 8:00 a.m. to 4:30 p.m. Our phone number is **587.390.1200**.

## **Q: Where are you located?**

**A:** We currently have 3 full service locations to serve you.

West District Office  
1701 Centre Street NW  
Calgary AB T2E 8A4

South District Office  
Bay 18, 6624 Centre Street SE  
Calgary, AB T2H 0C7

East District Office  
Marlborough Mall Prof. Building  
320, 433 Marlborough Way NE  
Calgary, AB T2A 5H5

## **Q: How long will I have to wait for housing?**

**A:** Unfortunately, there is no way for us to predict how long you will have to wait for housing. There are approximately 3,400 - 3,600 people on the waitlist, and we house the top of the list first. Calgary Housing does **not** provide emergency housing.

## **Q: When will you call me?**

**A:** We will call you as soon as housing comes available. Please keep your information accurate and up-to-date in order for us to determine your eligibility.

## **Q: How often should I check if you have something for me?**

**A:** In order for your file to remain active, you must contact us, either by phone or in person, **once per year**. Unless your information has changed, there is no reason to contact us more frequently.

## **Q: Are there different applications for different programs?**

**A:** No. One application puts you on the waitlist for all of our programs. The program best suited to your priority will be offered when you are contacted.

**At this time, we are only able to help the top end of our waitlist.  
There are approximately 3,400-3,600 families on the waitlist at Calgary Housing.**

# Calgary Housing Company

## SUBSIDIZED HOUSING APPLICATION

### APPLICANT CONTACT INFORMATION

Last Name	First Name	Maiden Name (if applicable)

Mailing Address	City	Province	Postal Code

**Contact** – Please mark which phone number you would prefer us to use to contact you during working hours. (8:00am – 4:00pm)

Home: (    ) <input type="checkbox"/>	Cell: (    ) <input type="checkbox"/>	Email: <input type="checkbox"/>
---------------------------------------	---------------------------------------	---------------------------------

**Current Housing Information**

What is your current monthly rent? \_\_\_\_\_ \$

How long have you lived there? \_\_\_\_\_ Years \_\_\_\_\_ Months

I pay for:	<b>Water</b> <input type="checkbox"/> <input type="checkbox"/> Yes            No	<b>Electricity</b> <input type="checkbox"/> <input type="checkbox"/> Yes            No	<b>Heat</b> <input type="checkbox"/> <input type="checkbox"/> Yes            No
------------	---	---	--

**Family** – List the names and information of all the people who will be living in the unit. Include your name (applicant) with this list.

LAST NAME	First Name	Birthdate	Gender	Relationship to applicant	Date of arrival in Canada
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F	SELF	___ / ___ / ___
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F		___ / ___ / ___
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F		___ / ___ / ___
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F		___ / ___ / ___
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F		___ / ___ / ___
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F		___ / ___ / ___
		___ / ___ / ___	<input type="checkbox"/> M <input type="checkbox"/> F		___ / ___ / ___

\* Attach LANDING PAPERS for each member of the household who arrived in Canada after 2005.

<b>For office use only</b>			
Address Book #	Lease #	Picture ID Checked:	Yes    No

## Family Numbers

Do you expect the number of people in your family to change in the next 12 months?

Yes

No

If yes, please explain:

*If someone in the household is pregnant, attach a Dr.'s note as confirmation including due date.*

## INCOME AND ASSETS

**Income** List and provide copies of all the income received for each member of the household over 15 years of age.

Name	Name of Employer or Source of Income	Monthly Amount (before taxes)
		\$
		\$
		\$
		\$
	Child Tax Credit	\$
	GST	\$
	Alberta Family Tax Credit	\$

## Assets

List all assets held both within Canada and in other countries as per the list below.

Documents are required for items listed below including mortgage papers, property sale agreements and bank statements for all monthly income received.

	Total Value	Income or Interest Received in the last 12 months
Registered Education Savings Plan (RESP's)	\$	\$
Tax Free Savings Account (TFSA's)	\$	\$
Chequing/ Savings/ U.S. Bank Accounts	\$	\$
Term Deposits, Savings Bonds (GIC Guaranteed Investment Certificate.)	\$	\$
Mutual Funds or Stocks	\$	\$
Property – Full or part ownership in a house, or land.	\$	\$

## School

Is anyone **over the age of 18** attending school full time?

Yes

No

If yes, attach a copy of your school funding assessment for each person who is attending school over the age of 18.

## Vehicle

Do you own a vehicle?  Yes  No

Do you lease a vehicle?  Yes  No

When does your lease expire? (yy/mm/dd)

Vehicle description

Year:                      Make:                      Model:                      Number of doors:

Outstanding balance on loan.                      \$

**Provide current balance for any lease or loan agreements for any of the above vehicle(s)**

## Business

Do you have ownership in a business?  Yes  No

Name of business:

Address of business:

**If yes, attach your 3 most recent month's financial statement.**

## History – List all previous housing information for the past two years.

Previous address:

I live there from:                      until                      Reason for leaving:

Landlord's name:                      Landlord's telephone number:

Previous address:

I live there from:                      until                      Reason for leaving:

Landlord's name:                      Landlord's telephone number:

Previous address:

I live there from:                      until                      Reason for leaving:

Landlord's name:                      Landlord's telephone number:

## Calgary Housing History

Has anyone on this application ever lived in subsidized housing in Calgary?  Yes  No

If yes, what is the address of the subsidized unit:

When did you move out?

## Current Living Situation

Have you been asked to leave your current address?  Yes  No

Do you have an eviction notice? (Attach a copy to the application)  Yes  No

### **I currently live in a .....**

Rental Unit (Apartments, House, Townhouse)

Living with family and friends.

Shelter

Group Home

Rooming house

### **The place where I am living has...**

Number of bedrooms in the unit/home

My family uses  (Number of bedrooms used)

## Pets

- **Calgary Housing Company has very few units that allow pets; therefore, having a pet may make your wait for housing longer.**
- **Calgary Housing Company places that do accept pets have a limit of one per unit**

Do you own a pet?  Yes  No

List the type of pet(s) and the number of each:

I am willing to find a new home for my pet:  Yes  No

## Accessibility

Do you need wheelchair access?  Yes  No

Are you able to climb stairs?  Yes  No

Please request an "Accessible Unit Evaluation form" from Customer Service

## Please tell us why you want to live with Calgary Housing Company?

---

---

---

---

---

---

**Emergency and Other Contacts** – Contacts may include: Relatives, next of kin, friends who are not living with you.

Name:	Phone: (    )	Relationship:
Address:		
Name:	Phone: (    )	Relationship:
Address:		

**Support Workers or Counselor (if any)**

Name:	Phone: (    )	Relationship:
Address:		

**Interpreter or other person we may talk to who is helping you in your housing search**

Name:	Phone: (    )	Relationship:
Address:		

Pursuant to the Freedom of Information and Protection of Privacy Act, I/We give Calgary Housing Company my/our consent to make inquiries that are necessary to verify the information given this application and I/we authorize any person, corporation, or social agency to release to Calgary Housing Company any information pertinent to the assessment of my/our application with Calgary Housing Company.

Signature of Applicant:	Date:
Signature of Applicant:	Date:

**FOR OFFICE USE ONLY**

Statutory Declaration:

I/We \_\_\_\_\_ of the City of Calgary in the Province of Alberta, so solemnly declare as follows:

- 1) That I am the applicant(s).
- 2) That the statements made by me in the said declaration(s) are, to the best of my knowledge, information and belief, full and true in all respects: And I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me  
In the Province of Alberta at the City of Calgary

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

# CALGARY HOUSING COMPANY

## LOCATION UPDATE FORM

### Housing Locations

\* Please note: Calgary Housing has bachelor and one bedroom units for singles.

Select the areas below where you are willing to live.

#### South East

- |  |  |                                     |                                      |                                      |
|--|--|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> <b>Anywhere in the South East</b> | <input type="checkbox"/> Applewood                       | <input type="checkbox"/> Erinwoods  | <input type="checkbox"/> Inglewood   | <input type="checkbox"/> Midnapore   |
|  | <input type="checkbox"/> Penbrooke                       | <input type="checkbox"/> Radisson   | <input type="checkbox"/> Ramsay      | <input type="checkbox"/> Deer Valley |
|  | <input type="checkbox"/> Forest Lawn /<br>Forest Heights | <input type="checkbox"/> Southview  | <input type="checkbox"/> Ogden       | <input type="checkbox"/> McKenzie    |
|  | <input type="checkbox"/> Dover                           | <input type="checkbox"/> West Dover | <input type="checkbox"/> Willow Park | <input type="checkbox"/> Parkland    |
|  |  |                                     |                                      |                                      |

#### South West

- |  |                                      |  |                                    |                                    |
|--|--------------------------------------|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> <b>Anywhere in the South West</b> | <input type="checkbox"/> Strathcona  | <input type="checkbox"/> Killarney     | <input type="checkbox"/> Mission   | <input type="checkbox"/> Woodbine  |
|  | <input type="checkbox"/> Rosscarrock | <input type="checkbox"/> Glenbrook     | <input type="checkbox"/> Oakridge  | <input type="checkbox"/> Woodlands |
|  | <input type="checkbox"/> Shaganappi  | <input type="checkbox"/> Lincoln Park  | <input type="checkbox"/> Cedarbrae | <input type="checkbox"/> Millrise  |
|  | <input type="checkbox"/> Manchester  | <input type="checkbox"/> South Calgary | <input type="checkbox"/> Parkhill  | <input type="checkbox"/> Shawnessy |
|  |                                      |  |                                    |                                    |

#### North East

- |  |                                      |                                    |  |   |
|--|--------------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> <b>Anywhere in the North East</b> | <input type="checkbox"/> Castleridge | <input type="checkbox"/> Temple    | <input type="checkbox"/> Abbeydale     | <input type="checkbox"/> Crescent Heights |
|  | <input type="checkbox"/> Falconridge | <input type="checkbox"/> Rundle    | <input type="checkbox"/> Mountain View | <input type="checkbox"/> Renfrew          |
|  | <input type="checkbox"/> Whitehorn   | <input type="checkbox"/> Pineridge | <input type="checkbox"/> Vista Heights | <input type="checkbox"/> Bridgeland       |
|  |                                      |                                    |  |   |

#### North West

- |  |                                     |                                      |  |                                     |
|--|-------------------------------------|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> <b>Anywhere in the North West</b> | <input type="checkbox"/> Ranchlands | <input type="checkbox"/> Beddington  | <input type="checkbox"/> Capital Hill  | <input type="checkbox"/> Montgomery |
|  | <input type="checkbox"/> Dalhousie  | <input type="checkbox"/> Thorncliffe | <input type="checkbox"/> Highland Park | <input type="checkbox"/> Bowness    |
|  | <input type="checkbox"/> Edgemont   | <input type="checkbox"/> Huntington  | <input type="checkbox"/> Hillhurst     | <input type="checkbox"/> Varsity    |
|  | <input type="checkbox"/> MacEwan    | <input type="checkbox"/> North Haven | <input type="checkbox"/> Kensington    |                                     |
|  |                                     |                                      |  |                                     |

#### Central

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Beltline | <input type="checkbox"/> Downtown |
|-----------------------------------|-----------------------------------|

**Requesting Rent Supplement**

As there is a high need for affordable housing, I understand and agree that if I refuse a unit from one of the areas I selected above, Calgary Housing Company will **suspend my file and will not offer me another unit for 6 months.**

Applicant Signature

Address book # \_\_\_\_\_

Email address \_\_\_\_\_

Date \_\_\_\_\_