



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 provided it has the immigration category on the card  
*If you arrived in Canada after 2008 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 note confirming pregnancy from a Dr. or an agency advocate 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.  
If you have stopped working in the past 4 weeks please provide a “Record of Employment”
- 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 /Income Support** – 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.)
- Adult Health Benefit** – Copy of Approval letter for current year and medical services card

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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.

- Old Age Securities                       - Canada Pension                       - Alberta Seniors Benefit

## ASSETS

- Bank Statement** – Provide a 30-day transaction history for **all household bank accounts (including U.S.), from today, 30 days back** including overseas/foreign bank accounts.
- Investments** – Attach a copy of all investments except the following: TFSA's, RESP's, RRSP's and RRIF's.
- Property (Including overseas/foreign 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.
- Vehicles** – Attach a copy of any loan or lease papers for all household vehicles, 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.

## SPECIAL CIRCUMSTANCES

- Eviction** – Attach a copy of an eviction notice from your landlord, with reason for eviction.
- Emergency/Family Violence** – Attach a letter from an Agency, Shelter or Advocate stating why this is an emergency situation.  
An Emergency Protection order will be accepted in lieu of the above.
- Housing First Graduate** – Attach a Letter of Support from Case worker indicating participation in and acknowledging readiness for graduation from a Housing First Program.

# Frequently Asked Questions regarding CALGARY HOUSING COMPANY

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

**A:** CHC will process your application and send you a letter advising you of your status on the priority list.

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

**A:** Priority of Need and Allocation of Housing is determined by The Social Housing and Accommodation Regulations (SHAR). Several factors including but are not limited to: Source and amount of total household income, amount of rent paid, number of dependants in the household, and current circumstances that effect a living situation are used to determine priority. Other factors are also considered and can be found on page 14 of SHAR.

[www.qp.alberta.ca/documents/Regs/1994\\_244.pdf](http://www.qp.alberta.ca/documents/Regs/1994_244.pdf)

CHC is required to follow these regulations when offering housing solutions to applicants.

## **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** or via email at [chcapplicant@calgary.ca](mailto:chcapplicant@calgary.ca)

## **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: How am I able to submit my application?**

**A:** Applications may be submitted using email to: [chcapplicant@calgary.ca](mailto:chcapplicant@calgary.ca) or in person or fax at one of our 3 District Offices currently located at:

West District Office

1701 Centre Street NW

Calgary AB T2E 8A4

Fax: 587-390-1201

South District Office

Bay 18, 6624 Centre Street SE

Calgary, AB T2H 0C6

Fax: 587-390-1251

East District Office

Marlborough Mall Prof. Building

320, 433 Marlborough Way NE

Calgary, AB T2A 5H5

Fax: 587-390-1212

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

**A:** There is no way to predict how long you will have to wait for housing. There are more than 3,900 people on the waitlist. Housing is offered based on highest priority. If priority is equal, time on the wait list is the next consideration.

## **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. Frequent contact either in person or on the phone does not increase your chances of receiving housing. However, if there is a change in your information that may impact how your priority is determined please update CHC at one of District Offices or at [chcapplicant@calgary.ca](mailto:chcapplicant@calgary.ca).

## **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. If you are interested in a Rent Supplement please ensure you check off this box on the location update form when applying or updating your location preferences.

**We are only able to help those with the highest priority on our waitlist.**

**There are more than 3,900 families on the waitlist at CHC.**

# 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: (    )            Cell: (    )            Email:     

### Current Housing Information

What portion of the current monthly rent does your household pay?      \$

Do you have help paying your rent?    Yes     No     \$      From who \_\_\_\_\_

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

I pay for:	<b>Water</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Electricity</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Heat</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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**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
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U	SELF	____/____/____ <small>yy / mm / dd</small>
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		____/____/____ <small>yy / mm / dd</small>
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		____/____/____ <small>yy / mm / dd</small>
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		____/____/____ <small>yy / mm / dd</small>
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		____/____/____ <small>yy / mm / dd</small>
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		____/____/____ <small>yy / mm / dd</small>
		____/____/____ <small>yy / mm / dd</small>	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> U		____/____/____ <small>yy / mm / dd</small>

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

### 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:*

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*If someone in the household is pregnant, please attach confirmation including the due date from an agency or advocate.*

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

# 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)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**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
Chequing/Savings/U.S. and other foreign/ overseas Bank Accounts	\$	\$
Term Deposits, Savings Bonds (GIC Guaranteed Investment Certificate.)	\$	\$
Mutual Funds or Stocks	\$	\$
Property – Full or part ownership in a house, or land.	\$	\$

Are you a Housing First graduate?  Yes  No

Please provide documentation

**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 have vehicles?    Yes  No     Do you lease your vehicles?    Yes  No     When does your lease end? (yy/mm/dd)

Vehicle description	Year:	Make:	Model:	Number of doors:
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Vehicle description	Year:	Make:	Model:	Number of doors:
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Do you have a loan?    Yes  No     Outstanding balance: \$

**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.**

## HOUSING

**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)

<b>Pets</b>	<ul style="list-style-type: none"> <li>• <b>Calgary Housing Company has very few units that allow pets; therefore, having a pet may make your wait for housing longer.</b></li> <li>• <b>Calgary Housing Company places that do accept pets have a limit of one per unit</b></li> </ul>
Do you own a pet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
My dog is a service animal: If yes, please provide documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
List the type of pet(s) and the number of each:	
I am willing to find a new home for my pet:	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Accessibility</b>	
Do you need wheelchair access?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to climb stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please request an "Accessible Unit Evaluation form" from Customer Service	

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

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<b>Emergency and Other Contacts</b> – Contacts may include: Relatives, next of kin, friends who are not living with you.		
Name:	Phone: (    )	Relationship:
Address:		
Name:	Phone: (    )	Relationship:
Address:		

<b>Support Workers or Counselor (if any)</b>		
Name:	Phone: (    )	Relationship:
Address:		

<b>Interpreter or other person we may talk to who is helping you in your housing search</b>		
Name:	Phone: (    )	Relationship:
Address:		

Pursuant to the Freedom of Information and Protection of Privacy Act (“FOIP”), by signing this application form below, I give the Calgary Housing Company my consent to make inquiries of, and collect personal information from, other persons, organizations including social and government agencies as necessary to verify the information on this application. I authorize any person, corporation, or other organization, including any social or government agency, to release to the Calgary Housing Company any information pertinent to the Calgary Housing Company’s processing, verification, or assessment of this application. These persons may include, but are not limited to, landlords, employers, credit bureaus, and social and government agencies.

This personal information is being collected by the Calgary Housing Company under the authority of Section 33(c) of FOIP. All personal information is collected by the Calgary Housing Company for the purpose of determining eligibility for Calgary Housing Company and related housing programs, carrying out Calgary Housing Company programs, activities or policies, and ensuring a safe and secure environment for all our clients. I understand that the Calgary Housing Company may also disclose information as authorized by FOIP to the Federal Government, the Provincial Government, or the City of Calgary for the purpose of carrying out programs, activities or policies regarding affordable housing strategies under their administration (e.g. research and evaluation) or to help the Calgary Housing Company receive provincial and/or federal funding. By signing this application form below, I consent to, and authorize the Calgary Housing Company to use and disclose my personal information as described in this paragraph.

Signature of Applicant (over 18):	Date:
Signature of Applicant (over 18):	Date:
Signature of Applicant (over 18):	Date:
Signature of Applicant (over 18):	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 / 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"/> Rossarrock | <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 \_\_\_\_\_

Date \_\_\_\_\_

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

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