

# APPLICATION

Complete **ALL** questions and supply **ALL** of the requested documentation. If a question does not apply to your situation mark **N/A** in the section. Space is provided for any other information you would like us to be aware of.

## You will be required to provide the following:

- Documentation to verify all sources of household income. i.e.: pay cheque, benefit cheque, child support, AISH, Social Assistance, Student Funding, Carbon Tax etc. Please refer to the document check list (page 13) for required documentation that could pertain to your household.
- Verification of your government issued picture ID.
- A Copy of most recent Notice of Assessment. ( Revenue Canada )
- Copy of Alberta Health Care Card for each member of the household.
- For Rent Subsidy Applications we also need a copy of your lease. ( if applicable )
- If not a Canadian Citizen, proof of permanent residency/refugee status.

## Instructions for Submitting Your application

- Applications can be **dropped off** at the office anytime during regular office hours.

### Office Hours

8:30am – 4:00pm Monday to Friday

2<sup>nd</sup> Tuesday of every month open 8:30am – noon only

Closed Noon to 1:00pm daily

Closed on all Statutory Holidays

- Applications and documents can be **emailed** to [admin@rdha.ab.ca](mailto:admin@rdha.ab.ca) or **faxed** to 403-343-2176
- Applications and documents can be **mailed** to:

Red Deer Housing Authority  
302 – 4719 48 Avenue  
Red Deer, Alberta T4N 3T1

Please make sure that you submit photocopies of your original documents. (Originals will **not** be mailed back)

- Walk-in appointments to discuss or get help with your application are available every Wednesday and Thursday from 9:00am - 11:30am and 1:00pm - 3:30pm.

**Please check off which program you are applying for:**

**Community Housing:** *You may be provided with one of our units in Red Deer, Innisfail or Sylvan Lake.*

- Each applicant must have lived or worked in the area for a least three months.
- Each applicant must have dependent children.
- Each household must have less than \$25,000.00 in assets ( Not including household furnishings )
- Rent is based on 30% of each tenants gross household income ( before deductions )
- **NO PETS PERMITTED**

**Rent Supplement Program:** *You keep your current rental unit and we **may** supplement a portion of your rent.*

- Each applicant must have less than \$25,000.00 in assets (Not including household furnishings )
- Shared accommodation and room and board are **NOT** eligible.
- Basement suites do not qualify unless certification of a legal suit status is provided from the City/Town.

**PLEASE BE AWARE THAT IF YOU ARE ELIGIBLE FOR BOTH PROGRAMS YOU MAY CHECK OFF BOTH**

**Income Qualification Requirements**

Income Threshold table shows maximum yearly income levels allowable in order to qualify.

<b>Community</b>	<b>Bachelor</b>	<b>1 Bdrm</b>	<b>2 Bdrm</b>	<b>3 Bdrm</b>	<b>4 Bdrm +</b>
<b>Red Deer</b>	29,000	34,000	42,000	50,000	57,500
<b>Innisfail</b>	34,500	34,500	38,000	45,000	50,000
<b>Sylvan Lake</b>	32,500	36,000	38,000	40,500	46,500
<b>RM House</b>	34,500	34,500	38,000	45,000	50,000

FOIP Disclaimer: This personal information is being collected under the authority of the Alberta Social Housing Act. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, please contact Red Deer Housing Authority Office at (403)343-2177.

## Personal Information

(Primary Applicant) Last Name	First Name	Alberta Health Care Number
Home Phone Number	Cell Phone Number	Email Address
Date of Birth ( M/D/Y )	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Common Law <input type="checkbox"/> Separated
Current Address:	City:	Postal Code:
Mailing Address if Different than above:	City:	Postal Code:

## Household Composition

List all persons who will be living with you should your application be approved ( First Name, Last Name )	Relation to Applicant	Birth date MO/DAY/YEAR	Age	Gender (M/F)

1. Are you expecting any changes to the total number of household members within the next three months?  
(For example, someone moving in or out, birth of baby, etc.) If yes please explain:

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2. Have you ever received assistance or applied before with RDHA (Please explain)

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3. Do all occupants live at the residence full time? YES\_\_\_\_ or No\_\_\_\_  
If **No** please explain and provide documentation (For example Custody Agreements etc.)

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<p>4. Which best describes your current residence?</p> <p><input type="checkbox"/> House    <input type="checkbox"/> Townhouse    <input type="checkbox"/> Lodge    <input type="checkbox"/> Shelter/Emergency Unit</p> <p><input type="checkbox"/> Shared Residence    <input type="checkbox"/> Duplex    <input type="checkbox"/> 4/6 Multiplex    <input type="checkbox"/> Hotel</p> <p><input type="checkbox"/> Roommate    <input type="checkbox"/> Trailer    <input type="checkbox"/> Apartment    <input type="checkbox"/> Basement Suit</p>	<p>5. Rooms in your present residence:</p> <p><input type="checkbox"/> Kitchen    <input type="checkbox"/> Living Room    <input type="checkbox"/> Dining Room</p> <p># of bedrooms:____ # of bathrooms:____</p>
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6. Do you share your accommodation or a portion thereof with any person(s) NOT listed on this application?

Yes\_\_\_\_ or No\_\_\_\_ If Yes, how many? Adults: \_\_\_\_\_ Children: \_\_\_\_\_

7. How much do you pay in rent per month? \$\_\_\_\_\_

8. Have you received a rental increase notice? Yes\_\_\_\_ or No\_\_\_\_ If yes, how much and when will this change? \_\_\_\_\_

9. Have you received a rental incentive? Yes\_\_\_\_ or No\_\_\_\_ For how long?  
\_\_\_\_\_

10. If you do not pay rent, do you contribute financially? Yes\_\_\_\_ or No\_\_\_\_  
If yes, provide details \_\_\_\_\_

11. Do you pay? Heat: Yes\_\_\_\_ No\_\_\_\_ Power: Yes\_\_\_\_ or No\_\_\_\_ Water/Sewer: Yes\_\_\_\_ No\_\_\_\_

12. Do you have to give one (1) months' notice prior to moving? Yes\_\_\_\_ or No\_\_\_\_

Term of Lease: \_\_\_\_\_ Lease Expiry Date: \_\_\_\_\_

13. How long have you occupied your present accommodation: \_\_\_\_\_

14. Reasons for wanting to move:

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15. Have you given notice to vacate? Yes\_\_\_\_ or No\_\_\_\_

*If you have been given a "NOTICE TO VACATE", please submit a copy of the notice stating the reason for the eviction.*

16. Do you have a pet(s)? Yes\_\_\_\_ or No\_\_\_\_

If yes what kind and how many?

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17. Does anyone in your household have physical limitations and/or medical conditions that RDHA should be made aware of (example: do you require a wheelchair accessible suit)?

Yes\_\_\_\_ or No\_\_\_\_

If yes, do you use a walker\_\_\_\_ wheel chair\_\_\_\_ Have a live-in Aid\_\_\_\_

Please specify name of person(s) listed on application.

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18. Is your housing unsafe or does it cause health problems for anyone? Yes\_\_\_\_ or No\_\_\_\_

If Yes, please explain:

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19. Check all that apply to you and your household. Please provide documentation where appropriate.

\_\_\_\_ Home is in the process of foreclosure.

\_\_\_\_ Selling a home that I/we own.

\_\_\_\_ About to be released from a program or facility and have nowhere to live.

\_\_\_\_ Fleeing family or other violence/abuse.

\_\_\_\_ Homeless or at risk of homelessness.

\_\_\_\_ Living in a group home.

\_\_\_\_ In bankruptcy or have filed a consumer proposal

\_\_\_\_ Are you a Housing First Graduate? Year Completed \_\_\_\_\_

20. Are you a Canadian Citizen? Yes\_\_\_\_ or No\_\_\_\_

If No, attach a copy of Immigration Papers



## Income

List all current sources of income (monthly gross amounts) for everyone:

Source of Income	Received per Month	Name(s) of Recipients(s) (list all members who get this source of income)
Alberta Seniors Benefit (ABS)		
AISH		
Alberta Child Benefit (ACB)		
Alberta Family Employment Tax (AFTETC)		
Band and/or Treaty Funding		
Canadian Pension Plan (CPP)		
Carbon Tax		
Child Support (including section 7)		
Company/Group Pensions		
Canada Child Benefit (CCB)		
Disability Benefit		
Employment Insurance		
Foreign Country Income		
Government Family Support (i.e. kinship, foster)		
GST		
Income Support/Social Assistance		
Old Age Security (OAS)/ Guaranteed Income Supplement (GIS)		
Partner/Spousal Support		
Registered Retirement Income Fund (RIFs)		
Resettlement Assistance (RAP)		
Self-Employment (Statement of Business Activities)		
Student Loans/Grants		
Support from Family		
Tips		
Workers Compensation Board (WCB)		
Working Income Tax Benefit (WITB)		
Other		

## Employment

Note: All information regarding your family's income must be complete and accurate. Provide details of current employment held in the last 12 months. (Begin with the most recent employer).

**Head of Household: Name** \_\_\_\_\_

Employed By: Company & Address	Dates Employed		Hours Per Week	Rate Per Hour	Earnings Per		Total Earned
	FROM	TO			WEEK	MONTH	

**Co-Applicant: Name** \_\_\_\_\_

Employed By: Company & Address	Dates Employed		Hours Per Week	Rate Per Hour	Earnings Per		Total Earned
	FROM	TO			WEEK	MONTH	



## References & Contacts

### Emergency Contact

Name:	Relation:
Home Phone Number:	Cell Phone Number:

### Current Landlord

Name:	Telephone Number:
Relation:	Dates and Address Occupied:
Would this landlord provide a good reference? Yes _____ No _____ If no, why? _____ _____ _____	
Reasons for move: _____ _____	

### Previous Landlord

Name:	Telephone Number:
Relation:	Dates and Address Occupied:
Would this landlord provide a good reference? Yes _____ No _____ If no, why? _____ _____ _____	
Reasons for move: _____ _____	

**Red Deer Housing Authority  
Release of Information Consent Form**

Many employers or agencies who furnish assistance and/or benefits (HRDC, Social Services, Employment Insurance, WCB, etc.) will not release information without written consent from the employee or recipient. Red Deer Housing Authority therefore requests the following be signed by all persons requesting assistance, age 15 years or older, who are listed in the Social Housing application.

I or We, \_\_\_\_\_ authorize:

- a) Red Deer Housing Authority to verify all information relating to this Social Housing application and any future information provided throughout the entire tenancy period. This may include but is not limited to: employers, credit bureaus, financial institutions, federal, provincial or municipal government department, City of Red Deer Utility Department, offices, agencies, boards or landlords.
- b) Red Deer Housing Authority to release and exchange any information and documents including personal information by and between Red Deer Housing Authority and such other authorities as, but not limited to all federal, provincial, and municipal departments or offices, social support agencies, interpreter(s), credit bureaus, financial institutions or past or current employers.
- c) The parties/agencies noted in the previous paragraph to release the listed information to Red Deer Housing Authority.
- d) Red Deer Housing Authority to obtain information from any person or agency for the purpose of verification of our/my family income or circumstances.

**Applicant (1):** \_\_\_\_\_  
**Printed Name**

**Applicant (2):** \_\_\_\_\_  
**Printed Name**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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

**THIS APPLICATION REMAINS ON FILE FOR A PERIOD OF SIX (6) MONTHS ONLY  
IT IS UP TO THE APPLICANT TO RENEW IT AT THE END OF THE TIME PERIOD**

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# Please Read Carefully

I understand that this application does not constitute an agreement on the part of Red Deer Housing Authority, or its agents, to provide me with rental accommodation.

I further acknowledge the right of Red Deer Housing Authority at any time prior to the execution and delivery of a lease hereby applied for, to withdraw, revoke or cancel, without penalty or liability for damage otherwise, any acceptance or approval of this application previously made or given.

I/We \_\_\_\_\_ authorize Red Deer Housing Authority to make any inquiries to verify the facts contained herein by any method deemed necessary, being fully aware that discovery of any false statement shall cancel any further consideration if my application.

I further understand that it is my responsibility to contact the Red Deer Housing Authority in writing of any changes in family composition, source of income, gross income assets, employment, and change of address or any house hold changes should they occur.

I further understand that it is my responsibility to contact the Red Deer Housing Authority within six months if applying and at least every six months thereafter and that failure to do so will result in the cancelation if my application and the need to reapply.

\_\_\_\_\_

Signature of Applicant #1

\_\_\_\_\_

Signature of Applicant #2

OFFICE USE ONLY  
STATUTORY DECLARATION

Dominion of Canada )

Province of Alberta ) In the matter of this application for dwelling accommodation/subsidy

To wit:

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

1. I am the applicant named on the said application
  2. That the statement made by me in the said application are complete and true in all respects
- And I make this solemn Declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of the "Canadian Evidence Act".

Declared before me at the City of Red Deer, in The Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*A Commissioner for Oaths in and For the  
Province of Alberta*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Applicant*

Required	Received	Examples of documentation required to accurately review your file. Please review the list and bring in the suggested documents with your application for any item you receive. Below list includes phone numbers to government agencies should you have any question.
X		<b>2 Pieces of Identification</b> ( 1 piece needs to be Photo ID) – <b>For each primary applicant in the household</b> (ex: AB Heath Care, Driver's License, Birth Certificates etc.)
		<b>Alberta Carbon Rebate (ACLAR)</b> (Paid quarterly) 1.800.959.2809
		<b>Alberta Family Employment Tax Credit (AFETC)</b> (paid in Jan & Jul) 1.800.959.2809
		<b>Alberta Seniors Benefit (Alberta Special Needs Assistance)</b> 1.800.642.3853, T5007
		<b>Alberta Child Benefit</b> – (Paid quarterly) 1.800.959.2809
		<b>Assets</b> – Mortgage Statement, Car Purchase/Loan Documents, Lump Sum Settlements, etc.
		<b>Assured Income for the Severely Handicapped (AISH)</b> 3 months AISH Stubs, Notice of Eligibility, 3 months Bank Statements, T5007
		<b>Bank Statements</b> ( 3 most recent months) only if requested by RDHA
		<b>Canada Child Benefit (CCB)</b> (paid monthly) 1.800.387.1193
		<b>Canada Pension Plan</b> (Disability, Death, Orphan's, Retirement, Survivors, etc.) 1.800.277.9914 Notice of Entitlement, 3 months Bank Statements, T4A *Shows a breakdown of each benefit received
		<b>Child Support Custody Arrangement Verification</b> – Receipt Book, 3 months Bank Statements, Court Order, Letter from Parent w/ contact Info – Maintenance Enforcement 403.310.0000/780.422.5555
		<b>Company Pension</b> – 3 months Bank Statements
		<b>Employment</b> – 3 Months Pay Stubs, T4, Letter of Confirmation (pay, hours, start date, etc.) ROE
		<b>Employment Insurance (EI)</b> – 3 months EI Statements, T4E
		<b>Government of Alberta Payment for Basic or Extraordinary Maintenance</b> (Family Support for Children with Disabilities, Support for Permanency Agreements, etc.)
		<b>Guaranteed Income Support (GIS)</b> – 1.800.277.9914
		<b>GST</b> ( paid in January, April, July & October)
		<b>Immigration, Landed Immigrant Status, Permanent Residency</b> Canada Immigration Center 1.888.242.2100
		<b>Alberta Works Assistant (Income Support)</b> 3 – Months SFI Stubs(Must Have <b>ENTIRE</b> Slip – Providing Core Shelter Amount), Notice Of Eligibility
		<b>Notice of Assessment BASE YEAR:</b> _____ 1.800.959.8281
		<b>Investment Income/Withdrawals</b> – Bank Statements, T5 – Interest from Investments
		<b>Lease/Proof of Residence</b> – Lease, Rent Receipts, Letter from Landlord, Rent Report
		<b>Old Age Security (OAS)</b> – 1.800.277.9914, T4A
		<b>Resettlement Assistance Program (RAP)</b>
		<b>Self-Employment</b> – Monthly Income/Expense Summary Spreadsheet
		<b>Spousal Support/Allowance/Alimony</b> – Receipt book, 3-months Bank Statements, Letter from Ex-Spouse w/contact Info –Maintenance Enforcement 403.310.0000/780.422.5555
		<b>Student Loans, Bursaries, Grants, Scholarships, Band Funding</b> Notice of Assessment Letter – Alberta Student Finance 1.800.222.6485
		<b>Utility Statement</b> – If you are responsible for paying utilities, please provide your latest utility statement from your utility provider i.e. City of Red Deer, Enmax, Direct Energy etc.
		<b>Workers Compensation (WCB)</b> 1.800.661.1993

