



# APPLICATION FOR HOUSING PROGRAMS (Excluding Supportive Living / Lodge Accommodation)

**C O N F I D E N T I A L**

5118-50 Avenue, Leduc AB T9E 6V4  
Ph: 780.986.2814 Fax: 780.986.4881

This application form is to be completed by anyone who is applying for any or all of the following housing programs provided by Leduc Regional Housing Foundation. Please mark the boxes accordingly. In accordance with government and Leduc Regional Housing Foundation regulations and guidelines, there are specific qualifications for each of the housing programs offered. Eligibility for each program will be confirmed.

- Seniors Apartments** – This program provides bachelor and 1 bedroom apartments to seniors, located in Beaumont, Calmar, Devon, New Sarepta, Thorsby and the City of Leduc. Rent is geared to 30% of gross monthly income.
- Subsidized Housing** – This program provides 2, 3, & 4 bedroom townhouses for families, located in the City of Leduc. Rent is geared to 30% of gross monthly income.
- Affordable Housing** – This program provides spacious bachelor, 1, 2, 3, and 4 bedroom units for families and individuals located in the City of Leduc, Town of Beaumont, Town of Devon, and Town of Calmar. Rent is set below current market conditions.
- Rent Supplement Programs** – Provincially subsidized rent supplement programs allow individuals and families to remain in their current accommodation within the Leduc Region while providing subsidy dollars to assist to pay the monthly rent.

The personal information is being collected under the authority of the Alberta Housing Act and will be used for the purpose of administering the housing program. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

Please use a pen, **print** and ensure that you complete all questions supplying all of the requested information. If a question does not apply to your situation, mark N/A in the section.

## APPLICANT INFORMATION

Applicant's Name: Mr. Mrs. Ms. \_\_\_\_\_  
(First Name) (Last Name)

DOB: \_\_\_\_\_ Canadian Citizen?  Yes  No  Permanent Resident  
(MMDDYYYY)

Marital Status:  Married  Widowed  Single  Divorced  Separated  Common Law

If Common Law or Separated, state how long: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## CURRENT RENTAL INFORMATION

Date of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different / box #): \_\_\_\_\_

Own       Rent      Number of bedrooms: \_\_\_\_\_

Apartment                       Townhouse       Motel/Hotel  
 Living with Family/Friends       Group Home       Shelter               House

Present rent or mortgage is \$\_\_\_\_\_ per month, plus \$\_\_\_\_\_ for heat, \$\_\_\_\_\_ for light, and \$\_\_\_\_\_ for water and sewer.

If you do not pay rent, do you contribute financially to the household?

No       Yes      If yes, specify: \_\_\_\_\_

Do you share any part of the accommodation with person(s) other than those listed in this application?  No  Yes      If Yes, how many? Adults \_\_\_\_\_ Children \_\_\_\_\_

What part of the accommodation is shared? \_\_\_\_\_

If renting, landlord name: \_\_\_\_\_ Phone: \_\_\_\_\_

Provide an alternate contact person that is not named on the application, who we could contact on your behalf, or in an emergency.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Is your current home unsafe or cause health issues?       No       Yes

If yes, please provide details. \_\_\_\_\_

Is wheelchair or scooter access required?       No       Yes

Do you require a wheelchair adapted suite?       No       Yes

If yes, please provide details. \_\_\_\_\_

Is your current housing accessible for them?       No       Yes

Can everyone in your house live independently?       No       Yes

Do you have a pet?       No       Yes

If yes, please provide details. \_\_\_\_\_

List all persons who will be living with you should your application be approved:

Last Name	First Name	Relationship to Applicant (Co-Applicant, son, daughter...)	Date of Birth (MM/DD/YYYY)	Occupation or Grade School Year

Is a baby expected?  No  Yes If yes, estimated due date: \_\_\_\_\_

Are all members listed above Canadian Citizens?  Yes  No  Permanent Resident  
If **NO**, provide copies of immigration papers for members who are not Canadian Citizens.

**Additional Information**

Have you ever resided in subsidized housing before?  No  Yes  
If yes, Where? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been evicted before?  No  Yes  
If yes, please provide details. \_\_\_\_\_

**Previous Address (if you have not lived at your current address for at least two years)**

Date of Occupancy: From \_\_\_\_\_ To \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different / box #): \_\_\_\_\_

Own  Rent Number of bedrooms: \_\_\_\_\_

Apartment  Townhouse  Motel/Hotel  
 Living with Family/Friends  Group Home  Shelter  House

Previous rent or mortgage \$\_\_\_\_\_ per month, plus \$\_\_\_\_\_ for heat, \$\_\_\_\_\_ for light, and \$\_\_\_\_\_ for water and sewer.

If you did not pay rent, did you contribute financially to the household?  
 No  Yes If yes, specify: \_\_\_\_\_

Did you share any part of the accommodation with person(s) other than those listed in this application?  No  Yes If Yes, how many? Adults \_\_\_\_\_ Children \_\_\_\_\_

What part of the accommodation was shared? \_\_\_\_\_

If it was a rented property, landlord name: \_\_\_\_\_

Phone: \_\_\_\_\_

# ASSET AND INCOME INFORMATION

## Assets

Asset	Amount	Asset	Amount
Cash on Hand	\$	Mutual Funds, Bonds	\$
Cash in Bank Account - Chequing	\$	RIF	\$
Cash in Bank Account - Savings	\$	Property	\$
Tax Free Savings Account	\$	Other	\$
RRSP	\$		\$
GIC	\$		\$

Please note that essential personal/household effects (clothes, furniture, etc.) are not included as assets. Vehicles, camper/trailer, quads, boats are to be included. Please provide documentation of loan or payment information, so we can determine asset value.

Vehicles: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Year      Make      Model                      Year      Make      Model

## Income

All information regarding your family's income must be complete and accurate. Each source of income must be verified. Forms are available from the Foundation office. Provide details of current employment held in the last twelve (12) months beginning with the most recent employer. A signed letter from the employer of each working family member on your application, stating the rate of pay, number of hours worked per week, total earnings, and commencement date of current employment will be needed.

Applicant Name: \_\_\_\_\_

Employer	Date From / To	Gross Monthly Income		Hours per Week
			Hourly	

Name of Co-Applicant or Dependent: \_\_\_\_\_

Employer	Date From / To	Gross Monthly Income		Hours per Week
			Hourly	

Additional documentation, as verification with your application with be needed, if applicable.

- Details of self-employment must be outlined by the submission of a financial statement.
- Documentation to verify all other sources of income need to be provided.
- If you are a student; a letter from the registrar of your school verifying your registration as a full-time or part-time student is required, for anyone over 18 years of age.

Record any other sources of income received in the past year? If not, please mark N/A.

	Name	Date From / To	Gross Monthly Income
Self-Employment			
Employment Insurance			
Student Loan, Grant or Bursary, Scholarship			
Income Support / BTE			
AISH			
Workers' Compensation / Long Term Disability / Short Term Disability			
Child or Spousal Support			
OAS, CPP, ASB, GIS, Other Pensions			
Royalties, Investments, Interests and Tips			
Alberta Child Benefit, Canada Child Benefit			

If you receive any of the following income, please mark with a X. Documentation to support these amounts must be provided.

- |   |   |
|---|---|
| <input type="checkbox"/> Good & Services (GST) Tax Credit   | <input type="checkbox"/> Employment Insurance Family Supplement |
| <input type="checkbox"/> Carbon Levy Rebate   | <input type="checkbox"/> Alberta Family Employment Tax Credit   |
| <input type="checkbox"/> FSCD Program Payment   | <input type="checkbox"/> Foster Child Care Program Payment      |
| <input type="checkbox"/> Withdraws for RRSP/RRIF  | <input type="checkbox"/> Canada Pension Plan Death Benefit      |
| <input type="checkbox"/> Annuity Payments   |   |
| <input type="checkbox"/> Money from Sale of Personal Property   |   |
| <input type="checkbox"/> Lump Sum Settlements (Insurance, Employment, Others)                                   |   |
| <input type="checkbox"/> Compensation for loss or damage to person or property                                  |   |
| <input type="checkbox"/> Reimbursement for travel and living expenses from Employer                             |   |
| <input type="checkbox"/> Gross Income of Dependent (under the age of 25, which is greater than \$1200 per year) |   |

**ADDITIONAL INFORMATION**

Please describe your present accommodation and any other information you would like us to be aware of. This space is provided for you to explain your reasons for applying for housing and will assist us in the approval of your application. If you have been given a 'NOTICE TO VACATE', please submit a copy of the notice stating the reason for the eviction.

I understand that this is just an application and that is not an agreement on the part of Leduc Regional Housing Foundation, or its agents, to provide me with rental accommodation or subsidy.

I further acknowledge the right of LEDUC REGIONAL HOUSING FOUNDATION, or its agents, at any time prior to the execution and delivery to me of a lease, to withdraw, or cancel, without penalty or liability for damages or otherwise, any prior approval of this application.

I authorize LEDUC REGIONAL HOUSING FOUNDATION, or its agents to investigate any or all of the statements made by me in this application, being fully aware that discovery of any false statement shall cancel any further consideration of my application.

I further agree that I am obligated to advise LEDUC REGIONAL HOUSING FOUNDATION, or its agents, in writing, of any changes in family composition, gross family income, assets, employment or change of address, should they occur.

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

\_\_\_\_\_  
Signature of Witness

DOMINION OF CANADA )  
PROVINCE OF ALBERTA )  
TO WIT: )

IN THE MATTER OF THIS APPLICATION  
FOR DWELLING ACCOMMODATION IN  
THE HOUSING PROJECT.

I \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_  
(City/Town/Village) (Name of City/Town/Village)

in the Province of Alberta, do solemnly declare:

1. That I am the applicant named in this application;
2. That the statements made by me in this application are to the best of my knowledge, Information, and belief, full and true in all respects;
3. That I have resided within the geographical area of Leduc County (including all communities within) for the last \_\_\_\_\_ months/years or prior \_\_\_\_\_ years of my life.

And I 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 \_\_\_\_\_

\_\_\_\_\_  
Signature of Declarant

of \_\_\_\_\_, in the Province of

Alberta, this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Declarant

A.D., 20\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Oaths in the Province of Alberta

\_\_\_\_\_  
Printed Name of Commissioner

My Appointment Expires on: \_\_\_\_\_  
Day/Month/Year