

Application #: _____

PLEASE READ CAREFULLY BEFORE FILLING OUT THE APPLICATION

QUALIFICATIONS

Applicants must provide proof of income to confirm eligibility for Income Thresholds (if applicable).

PROCEDURE

Both the Applicant and Co-Applicant must sign and date the document.

Required documents that the applicant **MUST** submit with your application:

- Proof of Indigenous Ancestry – Métis Card, Status Card, or Inuit Status.
- Current Government Identification, i.e., Driver's License.
- Alberta Health Care – All family members.
- Medical Letter – If you or someone in your family has a disability or requires a barrier-free unit.
- Proof of current income, pay stub, client reporting card or EI statement, and a recent bank statement 30 to 60 days with your name.
- Legal documents for child support/guardianship, if applicable.

NOTE: Further documentation will be required when a suitable unit is assigned to you to confirm eligibility, including updated income.

- Previous years Tax Assessment.**
- Previous years Child Tax Benefit Notice.**
- Current income verification.**
- Personal Information Check and or a Criminal Record Check - for all applicants 18 – 64 years may be requested.**

PLEASE NOTE: WE ARE NOT AN EMERGENCY HOUSING PROGRAM

All applications are processed at the head office in Edmonton. Once ALL required documents are submitted with the application, it is reviewed for eligibility. The applicant will receive a letter advising if further information is required and if the application is approved (or denied) to the wait-list.

When approved to the wait-list, the applicant must confirm continued interest every three months. ***The applicant must advise our office of any change in contact information as soon as it changes. If we do not have the most current contact information on file, you could miss out on the next available unit.***

Tenancy follows the National Housing Occupancy Standards, which consider the family size.

WHICH HOUSING PROGRAM ARE YOU APPLYING FOR?

- Renaissance Tower Service Canada (Medicine Hat) Market
 Voyageur Manor Affordable Subsidized

WHICH TOWN OR CITY ARE YOU APPLYING FOR?

- Bonnyville Calgary** Cold Lake
 Edmonton** Fort McMurray Grande Prairie**
 Lac La Biche Lloydminster Medicine Hat**
 Peace River** Red Deer Rocky Mountain House
 Slave Lake St. Paul

(The following cities have affordable housing: Edmonton, Calgary, Grande Prairie, Medicine Hat and Peace River)**

ALL INFORMATION MUST BE COMPLETED BEFORE PLACEMENT ON THE WAIT-LIST

Applicant Name:	Co-Applicant Name:
Applicant's Date of Birth:	Co-Applicant's Date of Birth:
Social Insurance Number:	Social Insurance Number:
Alberta Health Care Number:	Alberta Health Care Number:
<input type="checkbox"/> Métis <input type="checkbox"/> First Nation <input type="checkbox"/> Inuit <input type="checkbox"/> Other	<input type="checkbox"/> Métis <input type="checkbox"/> First Nation <input type="checkbox"/> Inuit <input type="checkbox"/> Other
Address:	Address:
City/Province: Postal code:	City/Province: Postal code:
Current Telephone Number:	Current Telephone Number:
Email Address:	Preferred method of communication <input type="checkbox"/> Text <input type="checkbox"/> Phone <input type="checkbox"/> Email
Do you give Métis Housing consent to send correspondence via email? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant's Marital Status: Married Single Common-Law Other

Is this?: Domestic Violence Elder Abuse ****Police Occurrence Report must be provided with the application.**

LIST ALL OTHER PEOPLE WHO WILL BE LIVING WITH YOU (WRITE ON THE BACK OR ADD AN EXTRA SHEET IF NECESSARY):

NAME	GENDER	RELATIONSHIP	BIRTHDATE	ALBERTA HEALTH CARE NUMBER	ANCESTRY (MÉTIS, FIRST NATION OR INUIT)
			MM/DD/YY		
			MM/DD/YY		
			MM/DD/YY		
			MM/DD/YY		
			MM/DD/YY		

Is baby expected? Yes No If yes, when?

SOURCE OF APPLICANT'S INCOME:	SOURCE OF CO-APPLICANTS INCOME:
Employed gross monthly amount: \$	Employed gross monthly amount: \$
Employer's phone:	Employer's phone:
Alberta Income Supports total/month: \$	
Workers name:	Workers phone:
Canada Child Benefit total/month: \$	Child Support: \$
AISH: \$	Pension(s): \$
EI: \$	Student Grant(s): \$
Other: \$	

INCLUDE INCOME FOR ALL DEPENDENTS RESIDING WITH YOU IN THE ABOVE SPACE PROVIDED

ALL INFORMATION MUST BE COMPLETED BEFORE PLACEMENT ON THE WAIT-LIST

CURRENT ADDRESS: If you currently reside in housing located on a First Nation Reserve or a Métis Settlement, please provide written documentation from the reserve or settlement office stating whether or not you or your immediate family have a home on their lands.

Do you own your own home? Yes No

I currently live in: Apartment House Condo Basement Suite No Fixed Address

When does your current lease expire?

Length of time at present address: Years Months Monthly Rent \$

Are Utilities Included?: Yes No Monthly cost: Power: \$ Gas: \$ Water: \$

Current number of Bedrooms: How much notice must you give before moving?

Current Landlord:

Telephone: Address:

Previous Landlord: Move out date:

Telephone: Address:

Do you require "Barrier Free" accommodations? (specifically for those with wheelchairs) Yes No

Do you require "Barrier Free Adaptable" accommodations? (for disability or mobility issues) Yes No

OTHER INFORMATION:

Have you ever applied to Métis Urban or Métis Capital Housing before? Yes No If yes, when?

CALGARY APPLICANTS ONLY - Area of preference: NE NW SE SW

NEXT OF KIN / CONTACT PERSON IN EVENT OF EMERGENCY:

FIRST CONTACT NAME ☺	ADDRESS☺	PHONE☺	RELATIONSHIP☺
SECOND CONTACT NAME ☺	ADDRESS☺	PHONE☺	RELATIONSHIP☺

I understand and further agree to:

- ∞ **Submit income verification to ensure qualifications meet our Policy and Guidelines**
- ∞ **Authorize Métis Capital/Urban Housing Corporation to conduct inquiries regarding the approval of my application**
- ∞ **Submit a Personal Information Check and or Criminal Record Check when a housing unit is offered**
- ∞ **Sign a Lease Agreement**
- ∞ **Pet Policy – Strictly Enforced (Discuss exceptions with Tenant Relations Officer)**

Please note: The information we collect from you, such as your email address, will be used to provide you with tenant documents, communications and marketing from MUHC/MCHC. We will always treat your details with the utmost care and never sell them to other companies for marketing purposes. **Confirmation of understanding Please initial:** _____

Applications will NOT be processed until signed and dated.

SIGNED BY: APPLICANT: _____

CO-APPLICANT:: _____

DATE: _____

ALL INFORMATION CONTAINED IN THIS APPLICATION WILL BE HELD IN STRICT CONFIDENCE

Thank you for applying with Métis Housing

Email your completed application and documents to: applications@metishousing.ca