

HOUSING APPLICATION & PROCESS

FOR FAMILY APPLICANTS

Check Off

APPLICATION

Your application must be completed in full and accompanied by:

For all applicants and family members over the age of 18:

- 1) **A copy of your most recent income Tax Return Summary** or T1 General (including the page that shows LINE 15000). You can have your tax preparer email this information to our office at melfort.ha@gov.sk.ca.
- 2) A copy of your current source of income (eg: pensions, salary, assistance, etc.) which may include:
 - a) **If you are currently working or have worked in the past twelve months**, please include copies of your most recent Pay Cheques or Pay stubs (minimum 3 months).
 - b) **If you are currently receiving EI**, please provide a copy of your Employment Insurance Benefit Statement for the past twelve months.
 - c) **If you are receiving Child Support**, please provide a copy of your Child Support Maintenance for verification.
 - d) **If you are receiving Student Loan, Bursary or Grants**, please provide a letter of confirmation with payment schedule details.
 - e) **If you are currently receiving Social Assistance**, we will require a copy of the Budget Summary of any Income Assistance Programs (SIS or SAID).
- 3) Two references: Current and Previous landlord references must be included. If you have never rented before, two character references for each applicant must be included. Note references cannot be completed by a relative.
- 4) Two (2) pieces of identification for the applicant and co-applicant. One must be photo I.D.

BEFORE RETURNING YOUR APPLICATION TO THE OFFICE, PLEASE ENSURE YOU HAVE ATTACHED ALL THE ABOVE INFORMATION. IF INFORMATION IS MISSING OR APPLICATION INCOMPLETE, IT WILL NOT BE PROCESSED FOR THE SELECTION COMMITTEE.

Please ensure that everyone living in your household is included in the application. Anyone over the age of 18 living in the household is required to apply. If you are single, you do not need to complete the Co-Applicant portion of the application.

PROCESS

- 1) After submission of your completed Housing Application, staff will review it, have an interview with you to determine suitability, and check the references provided. Your application will then be entered into our database, prioritized by a point rating system, and provided to the Tenant Selection Committee for review and decision.
- 2) Upon approval by the Tenant Selection Committee, eligibility is confirmed for connection of utilities (in all our properties except Diefenbaker Place). The utility verifications **must** be in the names of both the applicant and the co-applicant. If the applicant or the co-applicant cannot have the utilities in their name/s, they will not qualify for the unit.
- 3) The applicant is notified of the committee's decision and your rent will be calculated based on the financial information provided. A letter of offer is then forwarded to the applicant advising that a unit has been allocated.
- 4) When a unit is ready for occupancy, a move in date will be established to go over the lease, provide the security deposit charge (currently at \$326.00) and first month's rent, and complete a move in inspection with the applicant.
- 5) If the applicant chooses not to take the unit, the application will then be placed at the bottom of the applications.
- 6) A home visit will be completed within two months of move-in to ensure that the tenant is adjusting to their new home and to answer any questions they may have.

Please contact Melfort Housing Authority at 306-752-7300 or email melfort.ha@gov.sk.ca if you have any questions.



Housing Application

About Housing

Saskatchewan Housing Corporation (SHC) offers affordable housing for people with low to moderate incomes and people with disabilities, giving priority to those in greatest need of housing. Rent is based on a tenant's household income or is fixed at an affordable rate.

Housing is available in about 260 communities across Saskatchewan and is managed by local housing authorities.

Housing is available to people who are:

- able to live independently with or without community supports; and
- legally allowed to reside in Canada (Canadian citizens, permanent residents, refugee claimants and temporary residents with work or study permits).

Some communities have fully accessible units for people with disabilities.

For emergency shelter, contact the shelters in your community. If you require information about emergency shelters, visit sk.211.ca, text "Hello" to 211, or call 211.

Applying for Housing

This package includes a checklist of additional documents that might be required to support your application. Your local housing authority can provide direction about which documents you will need to submit.

After reviewing your application, the housing authority will call you for an interview to fully assess your need for housing and understand your housing preferences.

The information you provide in this application is protected by *The Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act*.

If you have questions or would like more information, contact your local housing authority.

Melfort Housing Authority

Office Phone:

306-752-7300

Email:

melfort.ha@gov.skca



Document Checklist

Your housing authority will let you know which of these documents are required for your application.

Residency Information

If you are NOT a Canadian citizen, provide copies of documents pertaining to immigration status:

- Permanent Resident card (front and back)
- Refugee Protection Claimant document
- Notice of Decision
- Work Permit and/or Study Permit

Rental References

If required by your housing authority, provide:

Completed rental reference forms (available from the housing authority) for the applicant and co-applicant. If you do not have any rental references, your housing authority might ask you to provide letters from character references.

Proof of Before-Tax Household Income

Income verification is required for all household members age 18 and over, excluding dependants under the age of 25 who are full-time students.

For any household members who filed a tax return last year, provide:

Income tax return and Notice of Assessment

OR

Proof of Income Statement (Option C), a simple version of your tax assessment that you can obtain by calling Canada Revenue Agency at 1-800-267-6999.

You can also obtain your Notice of Assessment or Proof of Income Statement online at [CRA My Account](#).

If you did not file a tax return last year or if your income has changed significantly since last year, you can provide alternate documents as proof of income. The following list provides examples of the types of income your housing authority might ask you to submit:

- Employment income, income earned on a reserve, and self-employment income (last 3 months)
- EI (last month)
- Worker's Compensation (last month)
- Assistance benefits, such as SIS, SAID (last month)
- Investment income or dividends and rental property income (last year)
- Retirement savings withdrawals from a plan, such as a RRSP
- Pension income, including work pension, private pension, and CPP (last month)
- OAS and benefits including GIS (last month)
- Federal veterans benefits and disability benefits (last month)
- Scholarships, bursaries, grants, band funding, and tuition paid (current school year)
- Child support and spousal support, both paid and received (last month)

You might be asked to provide additional proof of income (up to 12 months).

Applicant

Personal Information

Applicant:	_____	_____	_____
	<i>First name</i>	<i>Middle name(s)</i>	<i>Last name</i>
Gender:	F	M	X
Birthdate:	_____		
	<i>MM/DD/YYYY</i>		
Marital Status:	Single/Widowed/Separated/Divorced		Married/Common-law
Social Insurance Number:	_____	Email:	_____
Current Address:	_____		_____
	<i>Unit number and address</i>		<i>PO Box</i>
	_____	_____	_____
	<i>City/Town</i>	<i>Province</i>	<i>Postal code</i>
Phone Numbers:	_____	_____	_____
	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Alternate Contact (Optional)	_____		_____
	<i>Name</i>		<i>Phone number</i>
Canadian residency status:	Canadian Citizen	Permanent Resident	Temporary Resident
	Refugee Claimant	Other:	_____

Rental History and References

Do you currently live in a home you own?	Yes	No
Are you a first time renter?	Yes	No
If you previously rented from a housing authority, which one?	_____	
Do you owe money to a housing authority or SHC?	Yes	No

Provide contact information for your current and previous landlords. If you have not rented, provide two character references that are not friends or family (for example: teacher, support worker, or health professional).

Current Landlord: (or Character Reference)	Name: _____	Contact: _____
	Phone number: _____	(If applicable)
	Tenancy start: _____	Email: _____
	(If applicable) <i>MM/DD/YYYY</i>	
Previous Landlord: (or Character Reference)	Name: _____	Contact: _____
	Phone number: _____	(If applicable)
	Tenancy start: _____	Email: _____
	(If applicable) <i>MM/DD/YYYY</i>	Tenancy end: _____
		(If applicable) <i>MM/DD/YYYY</i>

Co-applicant

If there is no co-applicant, go to Household (on [page 5](#)).

Personal Information

Applicant:	_____	_____	_____
	<i>First name</i>	<i>Middle name(s)</i>	<i>Last name</i>
Gender:	F M X	Birthdate:	_____
			<i>MM/DD/YYYY</i>
Marital Status:	Single/Widowed/Separated/Divorced		Married/Common-law
Social Insurance Number:	_____	Email:	_____
Current Address:	_____		_____
	<i>Unit number and address</i>		<i>PO Box</i>
<i>Same as applicant</i>	_____	_____	_____
	<i>City/Town</i>	<i>Province</i>	<i>Postal code</i>
Phone Numbers:	_____	_____	_____
	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Alternate Contact (Optional)	_____		_____
	<i>Name</i>		<i>Phone number</i>
Canadian residency status:	Canadian Citizen	Permanent Resident	Temporary Resident
	Refugee Claimant	Other: _____	

Rental History and References

Do you currently live in a home you own?	Yes	No
Are you a first time renter?	Yes	No
If you have rented from a housing authority, which one?	_____	
Do you owe money to a housing authority or SHC?	Yes	No

Provide contact information for your current and previous landlords. If you have not rented, provide two character references that are not friends or family (for example: teacher, support worker, or health professional).

Current Landlord: (or Character Reference)	Name: _____	Contact: _____
	Phone number: _____	(If applicable)
	Tenancy start: _____	Email: _____
	(If applicable) <i>MM/DD/YYYY</i>	
Previous Landlord: (or Character Reference)	Name: _____	Contact: _____
	Phone number: _____	(If applicable)
	Tenancy start: _____	Email: _____
	(If applicable) <i>MM/DD/YYYY</i>	Tenancy end: _____
		(If applicable) <i>MM/DD/YYYY</i>

Household

Household Member Information

Provide details for each additional person who will live in the household, including children.

If you require additional space, please attach a page to your application.

First Name	Last Name	Birthdate (MM/DD/YYYY)	Gender (F/M/X)	Relationship to Applicant
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Will any children live in the home less than half of the time? Yes No

Will household size increase within the year? Yes No

(Expecting a new baby, child returning from care, elderly parent joining the household, etc.)

If a member of the household has a permanent disability, do you need:

A fully accessible unit

Allows an individual using a wheelchair to live comfortably (lower counters, wider doorways, etc.)

Other adaptations (list them): _____

Do you have or plan to have any animals? Yes No

Many Saskatchewan housing authorities have a strict no-pet policy.

Income and Assets

Did you file a tax return for the most recent tax year? Yes No

If you did not file a tax return, you can still apply for housing.

Are assistance benefits your only source of household income? Yes No

Assistance benefits include SIS and SAID.

Are any dependent household members between the ages of 18 and 25 full-time students? Yes No

What is your yearly household income? \$ _____

Include the income of all household members 18 years and older, excluding dependants under the age of 25 who are full-time students. If available, add up line 15000 of all applicable household members' most recent tax returns.

What is the total approximate value of your household assets? \$ _____

Include the assets of all household members 18 years and older, excluding dependants under the age of 25 who are full-time students. The value of an asset is the amount you would receive if you sold the asset less any amount owing on it. Consider:

- *cash, investments, secondary vehicles, jewelry, antiques, collectibles, real estate, retirement savings; and*
- *business tools of the trade and assets such as cash, stock, inventory, equipment, livestock, etc. (only if the business is no longer operational).*

Declaration and Consent

I declare that all the information in this application is true and complete.

I give consent to SHC and my housing authority to collect, use, and share information that I or another source provide during my application and my tenancy (if approved for a housing program) to:

- determine if I am eligible for a housing program; this includes verifying my household income with my employer, the Government of Saskatchewan, and/or the Government of Canada.
- verify my continued eligibility if I am approved for a housing program.
- contact previous landlords and respond to inquiries from future landlords regarding my tenant history.
- verify with a support service provider the services I received.
- contact my alternate contact (if provided) if I cannot be reached at the street address, phone numbers, or email address provided.
- collect arrears or any other amount owed to SHC.
- audit and evaluate the effectiveness of a housing program.

In addition, I give consent for my information to be used by:

- the Government of Saskatchewan (or a third party contracted by the Government of Saskatchewan) for analysis and research of its programs and services; this might involve my information being combined with information from other Government of Saskatchewan ministries and/or agencies, even if I do not receive a program benefit.
- the Government of Canada and its agents, including Statistics Canada and the Canada and Mortgage and Housing Corporation, for analysis and research of national housing programs.

I understand:

- if any information in my application is found to be false, my application might not be considered, or if I have been placed in a rental unit, I might be required to vacate the unit.
- this application does not obligate SHC to provide me with a housing program benefit.
- the information I provide during the application process and my tenancy will be collected, used, kept, and disposed of as required by law.
- I may withdraw consent for the use of my information by contacting SHC at 1-800-667-7567. Withdrawal of consent will be effective the date I notify SHC; it will not be retroactive. Withdrawal of consent might affect my ability to continue receiving a housing program benefit.

Signature of applicant

Date (MM/DD/YYYY)

Signature of co-applicant

Date (MM/DD/YYYY)

Signature of other adult(s)

Date (MM/DD/YYYY)

Optional Declaration

Applicant:	I choose to declare as	Indigenous	A visible minority	A person with a disability
Co-applicant:	I choose to declare as	Indigenous	A visible minority	A person with a disability

For office use only (enter in HOMES) Program: Social Life Lease Seniors Affordable Other Application received on: _____
MM/DD/YYYY