

APPLICATION PACKAGE FOR:

**BOW VALLEY REGIONAL HOUSING
COMMUNITY FAMILY HOUSING and RENT SUPPLEMENT PROGRAMS**

These programs offer either subsidized housing for qualifying low-income households OR financial assistance for qualifying low-income renters who live in private accommodation. The target rent is geared to income, being set at a rate of 30% of resident gross income. Rental fees and provincial subsidies fund this program.

Please use a checkmark to indicate which program you are applying for:

- Community Family Housing in Canmore, Alberta
- Rent Supplement (Rent Assistance Benefit)

Please submit your completed application package to our office at

Bow Valley Regional Housing (in Bow River Senior's Lodge)
920 Fairholme Drive
Canmore, Alberta T1W 1W1

Please use a checkmark to indicate you have included all necessary documents with your package:

- Income Verification: all income summary (pay stubs, etc.) for the past 3 months
- Most recent Notice of Assessment from Canada Revenue Agency
- A copy of your current lease/tenancy agreement if applying for Rent Supplement
- Proof of child custody if you are a single parent applying for Family Housing
- Proof of residency in the Bow Valley Region if applying for Family Housing
- Proof of Canadian Citizenship or Permanent Residency in Canada

Please note we may request further income verification and/or residency documentation from you during the application process.

Our application package includes two (2) Statutory Declarations. A statutory declaration is a written statement declared to be true in the presence of a Commissioner for Oaths. The declarations in this package refer to your child custody standing and the accuracy of your identity, income and all the other information that you have provided within this package. We have three Commissioners in our office that will be happy to help you complete these declarations at no charge. Please note that you must swear these declarations in person at our offices unless you use another Commissioner for Oaths.

Please contact us by email to jennifer.comighod@bvrh.ca or by phone to (403) 678-5922 if you require more information or assistance.

This information being collected will be used to assess your eligibility for our program; it will also be used to establish your priority rating score, which is used to measure our applicants' levels of need. Your personal information will be maintained confidentially in a locked storage file with restricted access. This information is being collected and protected in accordance with the *Privacy Provisions of the Freedom of Information and Protection of Privacy Act*.

Rent Supplement Program Application Package

The Alberta Housing Act assigns responsibility for the day-to-day operation of seniors' and social housing programs to local housing management bodies. Bow Valley Regional Housing is the provincially appointed housing management body for the Bow Valley. Our member municipalities include: Town of Canmore, Town of Banff, Municipal District of Bighorn No.8, Banff Park Improvement District and Kananaskis Improvement District. Each member municipality is represented on our Board of Directors.

The mandate of Bow Valley Regional Housing is to operate the provincially owned housing portfolio in adherence to the Alberta Housing Act and all related legislation and regulations. Our primary purpose is to administer and maintain a portfolio of affordable and adequate housing accommodations, in an unbiased manner for the benefit of Albertans to whom the various social housing programs are targeted i.e. low-income senior citizens and families in high need of housing. We currently manage the following programs: *Community Family Housing; Seniors' Lodges; Seniors' Self-contained Housing and Rent Assistance Benefit.*

Rent Assistance Benefit– Bow Valley Regional Housing administers this program in the Bow Valley on behalf of the province.

- This is a Provincial program that provides eligible households with a supplement of up to \$600 per month. This money is meant to offset the difference between a household's rent and an amount equal to 30% of their gross income. For example, a household that earns \$1,500 per month but pays \$800 per month in rent may receive \$350 as a monthly supplement. ($\$800 - 30\% \text{ of } \$1500 = \$350$).
- Residents of social housing accommodation are not eligible for this program.
- Eligibility is determined according to the Social Housing Regulation of the Alberta Housing Act. This process includes the assignment of a "point score" which measures the priority of need in order to determine the allocation of housing. In order to be eligible the household must currently score 22 points or more in this process.
- Points are awarded based on: number of dependents; percentage of income going to rent; eviction due to reasons other than a breach of the tenancy agreement; certain emergency situations including family violence; accessibility challenges; overcrowding; accommodation causing or aggravating serious health problems or that is unsafe; accommodation shared between families; and utility responsibility.

Once you have completed the attached application please return it to the Bow Valley Regional Housing office at Bow River Lodge (920 Fairholme Drive). You must also include:

- A copy of your current lease**
- Your latest income tax return/T451 Notice of Assessment**
- The last 3 months of income verification such as pay stubs, income support stubs, etc.**
- Applicants for Banff residency must provide proof of residential eligibility (Need to Reside) from Parks Canada.**
- Proof of Canadian Citizenship or Permanent Residency in Canada**

Community Family Housing Application Package

The Alberta Housing Act assigns responsibility for the day-to-day operation of seniors' and social housing programs to local housing management bodies. Bow Valley Regional Housing is the provincially appointed housing management body for the Bow Valley. Our member municipalities include: Town of Canmore, Town of Banff, Municipal District of Bighorn No.8, Banff Park Improvement District and Kananaskis Improvement District. Each member municipality is represented on our Board of Directors.

The mandate of Bow Valley Regional Housing is to operate the provincially owned housing portfolio in adherence to the Alberta Housing Act and all related legislation and regulations. Our primary purpose is to administer and maintain a portfolio of affordable and adequate housing accommodations, in an unbiased manner for the benefit of Albertans to whom the various social housing programs are targeted i.e. low-income senior citizens and families in high need of housing. We currently manage the following programs: ***Community Family Housing; Seniors' Lodges; Seniors' Self-contained Housing, and Direct Rent Supplement.***

Community Family Housing – BVRH manages 58 condominiums and houses in Canmore:

- This program is geared to low-income households, which include minor children.
- The portfolio includes two-bedroom, three-bedroom and four-bedroom residences in a mix of condominiums and stand-alone houses.
- Rent is set at 30% of gross household income. There may be other charges for utilities.
- Applicants are subject to certain eligibility criteria including a residency requirement, custody of children, household income threshold and citizenship/immigration status.

Accommodation consists of self-contained units ranging in size from two to four bedrooms located in various areas of the town of Canmore. Applicants are approved for a specific size of accommodation based upon family composition of the household. A stove and refrigerator are provided in all units. Clothes washer and dryer hook-ups are available in all units.

Rent is based on 30% of the entire household's gross monthly income (52 weeks yearly) with the exceptions of financial assistance from Alberta Family and Social Services. Residents must pay for their own electricity, telephone, TV/Internet and laundry facilities if provided. The security deposit is the same as the first month's rent. Further information about the rent charge and security deposit amounts may be discussed at the time of submitting your application.

Housing is dependent upon the availability of accommodation and the applicant's degree of need. No pets are allowed, however service and therapeutic animals may be considered.

Bow Valley Regional Housing may contact previous and present landlords regarding an applicant's tenancy history. We may also be obtaining information regarding credit and employment from a credit bureau.

Once you have completed the attached application please return it to the Bow Valley Regional Housing office at Bow River Lodge (920 Fairholme Drive). You must also include:

- ❑ **A copy of your current lease**
- ❑ **Latest income tax return/T451 Notice of Assessment**
- ❑ **3 months of income verification such as pay stubs, income support stubs, etc.**
- ❑ **Proof of child custody if applicable**
- ❑ **Proof of residency in the Bow Valley region**
- ❑ **Proof of Canadian Citizenship or Permanent Residency in Canada**

Application for Accommodation – Please Read Carefully

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

I further acknowledge the right of Bow Valley Regional Housing at any time prior to the execution and delivery to me a lease, to withdraw, revoke, or cancel without penalty or liability for damage or otherwise, any acceptance or approval of this application previously made or given. I hereby authorize Bow Valley Regional Housing to make any inquiries it deems necessary and acknowledge that discovery of any false statement shall cancel any further consideration of my application.

I further agree that I am obliged forthwith to advise the Bow Valley Regional Housing, in writing, of any change in family composition, gross income, assets, employment, or change of address should they occur. False statements may be prosecuted to the full extent of civil or criminal law, at the discretion of the Bow Valley Regional Housing.

Applicant Signature

Witness Signature

Date

Statutory Declaration: Verification of identity and statements

Canada)

In the matter of this application

Province of Alberta)

for dwelling accommodation

I, _____ of the town of _____ in the Province of ALBERTA, do solemnly declare as follows:

1. That I am the applicant on the said application.
2. The statements made by me in the said application are to the best of my knowledge, information and belief, full and true in all respects.

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 by virtue of the “Canadian Evidence Act”.

Applicant Signature

Declared before me at the Town of _____ in the Province of Alberta, this _____ day of _____, 20____.

Signature of A Commissioner for Oaths in and for the Province of Alberta Whose Commission expires on

_____, 20_____.

Printed Name of Commissioner For Oaths



Phone: (403) 678-5922

Fax: (403) 678-3364

Email: info@bvrh.ca

6. Present Address: _____
(Apartment / Street / PO Box) (Municipality) (Postal Code)

Mailing Address (if different from above): _____

7. Do you own or rent present accommodation? Own _____ Rent _____

Present rent or house payment is \$ _____ per month, plus \$ _____ for heat,

\$ _____ for electricity, \$ _____ for water & sewer.

8. If renting, name of present landlord: _____

Address: _____

Telephone: _____

Name of previous landlord: _____

Address: _____

Telephone: _____

9. Is your present accommodation a: House _____ Townhouse _____ Apartment _____

Rooming House _____ Hotel/Motel _____ Other _____

10. Rooms in your present accommodation: Kitchen _____ Living Room _____ Dining Room _____

Number of bathrooms _____ Number of Bedrooms _____

11. Do you share any part of the accommodation with anyone other than those listed in question #4?

No _____ Yes _____ If yes, how many other person? # adults _____ # children _____

Which parts of the accommodation are shared? _____

If you do not pay rent, do you contribute financially? No _____ Yes _____

If yes, specify _____

12. Do you have a pet? No _____ Yes _____ If yes, specify _____

13. Why do you wish to move from your present accommodation? _____

14. Provide the following information on all vehicles.

_____	_____	_____	\$ _____
Make & Model	Year	License Plate #	Loan outstanding?
_____	_____	_____	\$ _____
Make & Model	Year	License Plate #	Loan outstanding?

15. List any outstanding loans, debts, etc. for you and/or your spouse:

_____	_____	\$ _____
Name of Creditor	Account No.	Amount Owing?
_____	_____	\$ _____
Name of Creditor	Account No.	Amount Owing?

16. **Statement of Income** – all information regarding your family’s total gross income must be accurate – begin with the most recent employer and include all employment within the last 12 months.

Applicant Name _____ SIN _____

Company	Address	Employed From	Employed To	Gross pay Monthly	Hourly Rate	Hour per Week

Co-Applicant Name _____ SIN _____

Company	Address	Employed From	Employed To	Gross pay Monthly	Hourly Rate	Hour per Week

Other Household Member _____ SIN _____

Company	Address	Employed From	Employed To	Gross pay Monthly	Hourly Rate	Hour per Week

17. Next of kin: _____ Relationship: _____

Phone Number: _____ Address: _____

(other than persons listed above)

18. ASSETS: (Savings, Stocks, Bonds, Debentures, Trusts, RRSP's, Investments, etc. for any persons listed above)

	DESCRIPTION	AMOUNT
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

19. Estimated value of household belongings, furniture, appliances, etc. \$ _____

20. OTHER SOURCES OF INCOME
(INCLUDE ANY INCOME RECEIVED DURING THE LAST 12 MONTHS)

SOURCE OF INCOME	NAME OF FAMILY MEMBER IN RECEIPT	DATE FROM/TO	GROSS MONTHLY INCOME
A. Student Grants/Allowance			
B. Unemployment Insurance			
C. Worker's Compensation			
D. Social Assistance (Alberta Works)			
E. Child Support/Alimony			
F. Other Income (tops, interest, etc.)			
G. Pensions : Department			
1. Dept. of Veteran Affairs			
2. Old Age Security			
3. Canada Pension			
4. Guaranteed Income Supplement			
5. Alberta Income Supplement			
6. Company or Group Pension			
H. Income from Self Employment			



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Fax: (403) 678-3364

Email: info@bvrh.ca

21. By what means have you heard of the Bow Valley Regional Housing?

22. Have you or a co-applicant above, leased accommodation from Bow Valley Regional Housing in the past?

Yes _____ No _____ If yes, please complete the following:

Leased Address: _____

Period of Occupancy from: _____ to: _____

23. Please indicate any other related information you wish to provide, such as the condition of your present accommodation or special family circumstances.
