

## SENIOR APPLICATION INSTRUCTIONS

1. Fill **out the attached application form**. Your application can only be processed if all questions are answered.
2. Provide the following **documentation**:
  - Picture Identification for primary applicant and any members 18 yrs. of age or older .
  - Identification for all applicants (i.e. Birth Certificate, AB Health Care Card).
  - If you are **NOT a Canadian citizen**, you must provide immigration papers that indicate your status. Households must be admitted to Canada for permanent residence, refugees sponsored by the Government of Canada, or individual(s) who have applied for refugee or immigration status and for whom private sponsorship has broken down.
  - Proper documentation must support any and all income received by your household. Please refer to the Documentation Checklist for required documentation that could pertain to your household.
3. **Submit Application**. Please submit completed application and supporting documents to the MHCHS office located at #104, 516-3<sup>rd</sup> St. SE, Medicine Hat between the hours of 8:00am-12:00pm and 1:00pm-4:15pm Monday-Friday.

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### ONCE YOUR INFORMATION HAS BEEN SUBMITTED

1. **Your application will be reviewed for eligibility.**
2. **You will receive a letter informing you of your eligibility status.**
3. **If eligible, your household is added to the waitlist for all approved programs.**
4. **What do I do now?**
  - a. If you have not been contacted within 90 days and you are still interested in a housing program, please contact the MHCHS office to 'Check in'. Failure to 'Check in' may result in your application being cancelled.
  - b. If there are changes in your household circumstances, please contact the MHCHS office to complete an Update Form to report the changes. Some changes will affect your position on the waitlist.

Some of those changes include (but are not limited to):

    - Loss of income or change in income sources.
    - Change in family size – adding or removing applicant members.
    - Address/contact information changes.
    - Housing status – are you being evicted?

### OTHER QUALIFICATION REQUIREMENTS to qualify, the applicant must:

Have a total annual income of **\$34,500 or less** as a single person or couple (1 bedroom) and be:

- i) Functionally independent or
- ii) Functionally independent with the assistance of existing community-based services

Applicants 65 or older can apply, individuals who are 55 to 64 years old may be considered under special circumstances.  
**Please provide a copy of your income tax return or notice of assessment with your completed application.**

**DOCUMENTATION CHECKLIST**

Please ensure all required supporting documents are included with your application.  
 Please note your application may not be processed if supporting documents are not included.  
 Below are examples of commonly required documents. Should you have income that is not listed please include supporting documents for those income sources.

**IDENTIFICATION**

Required	Received	
		<b>2 Pieces of Identification</b> (1 must be photo ID) for everyone 18 yrs. of age or older in the household <b>1 Piece of ID for each dependent under the age of 18</b> (e.g. SIN, AB Health Care Card, Driver’s License, Birth Certificate, etc.)
		<b>Immigration, Landed Immigrant Status, Permanent Residency</b> -Canada Immigration Center 1.888.242.2100

**INCOME**

Required	Received	
		<b>Senior Income – Most recent Notice of Assessment</b>
		<b>If you do not have access to your Notice of Assessment, please provide supporting documents for each income source you receive:</b>
		<b>Alberta Seniors Benefit</b> 1.800.642.3853, T5007
		<b>Alberta Works Assistance (Income Support)</b> 3-months of Stubs (Must have <b>ENTIRE</b> slip – showing Core Shelter amount), Notice of Eligibility
		<b>Assured Income for the Severely Handicapped (AISH)</b> 3-months AISH Stubs, Notice of Eligibility
		<b>CERB, CRB, CRCB –Benefit statement from Service Canada</b>
		<b>Company Pension</b>
		<b>CPP</b> - (Disability, Death, Orphan’s, Retirement, Survivors, etc.) 1.800.277.9914 Letter showing of Entitlement
		<b>Employment – 3-months Pay Stubs, Letter of Confirmation</b> (pay, hours, start date, etc.)
		<b>Employment Insurance (EI) –Benefit statement from Service Canada showing Regular Weekly Benefit</b>
		<b>Guaranteed Income Support (GIS)</b> 1.800.277.9914
		<b>Old Age Security (OAS) – 1.800.277.9914, T4A</b>
		<b>Resettlement Assistance Program (RAP) – Confirmation of financial support</b>
		<b>Worker’s Compensation (WCB) – 1.800.661.1993</b>

**RESIDENCE**

Required	Received	
		<b>Lease/Proof of Residence – Lease, Rent Receipts, Letter from Landlord, Rent Report</b>
		<b>Utility Statement – If you are responsible for paying utilities, please provide your latest utility statement from your utility provider</b> (i.e. City of Medicine Hat)

**ASSETS**

Required	Received	
		<b>Assets – Mortgage Statement, Vehicle Purchase/Loan Documents, Lump Sum Settlements, etc.</b>

## SENIOR APPLICATION

<b>(Primary Applicant) Last Name:</b>	<b>First Name &amp; Middle Initial:</b>	<b>Maiden Name or other names used: (if applicable):</b>
<b>Social Insurance Number (Optional):</b>	<b>Home Phone Number:</b>	<b>Cell Phone Number:</b>
<b>Date of Birth (YY/MM/DD)</b>	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married / Common Law <input type="checkbox"/> Divorced / Separated
<b>Email:</b>		

<b>Current Address:</b>	<b>City:</b>	<b>Postal Code:</b>
<b>Mailing Address if different from above:</b>	<b>City:</b>	<b>Postal Code:</b>

### HOUSEHOLD COMPOSITION

List all individuals applying on this application who will be living in the subsidized unit, not including the primary applicant listed above.

Last Name	First Name	Gender	Birthdate (YYYY/MM/DD)	Relationship to applicant	Currently living w/applicant? Y/N

### RESIDENCY

<b>Which best describes your current residence?</b>  <input type="checkbox"/> House <input type="checkbox"/> Townhouse <input type="checkbox"/> Lodge <input type="checkbox"/> Shared <input type="checkbox"/> Shelter <input type="checkbox"/> Apartment <input type="checkbox"/> Multiplex <input type="checkbox"/> Roommate	<b>The place where I am living has...</b> _____ Number of bedrooms in the unit/home.  I use _____ (Number of bedrooms).
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<b>How much to you pay in rent?</b> \$ _____ /month	<b>Lease expiry date:</b>	<b>How long have you lived there?</b>	<b>If you do not pay rent, do you contribute financially?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Do you pay for: Electricity?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Gas?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Water?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Sewer, Waste &amp; Recycling?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If YES, provide details:</b>			

List your **TENANT HISTORY** for the **12-month** period prior to living in your residence:

Address – including City	From: Month/Year	To: Month/Year
<b>1) Address:</b>		
<b>Landlord name &amp; phone #:</b>		
<b>2) Address:</b>		
<b>Landlord name &amp; phone #:</b>		

# EMPLOYMENT & INCOME

List all current sources of income (monthly amounts) for everyone 15 years of age and older. In all cases, state **gross monthly income** (income amount before deductions).

**Supporting documents are required for any type of income being received to review the application for waitlist placement.**

Applicant #1 Last Name:		First Name:	
Income Type	Start Date YY/MMM/DD	End Date YY/MMM/DD	Amount Receiving
CPP Benefits			\$
Old Age Security			\$
Guaranteed Income Supplement			\$
Alberta Seniors Benefits			\$
Company Pension			\$
Resettlement Assistance Program (RAP)			\$
AISH			\$
Income Support			\$
Employment:			\$
Employment Insurance			\$
Other (Describe):			\$
Other (Describe):			\$
GST (Optional):			\$

Applicant #2 Last Name:		First Name:	
Income Type	Start Date YY/MMM/DD	End Date YY/MMM/DD	Amount Receiving
CPP Benefits			\$
Old Age Security			\$
Guaranteed Income Supplement			\$
Alberta Seniors Benefits			\$
Company Pension			\$
Resettlement Assistance Program (RAP)			\$
AISH			\$
Income Support			\$
Employment:			\$
Employment Insurance			\$
Other (Describe):			\$
Other (Describe):			\$
GST (Optional):			\$

# ASSETS

List the value of the following assets that are applicable or state N/A if not applicable. Please state a total value of assets for everyone in the household.

Type of Asset	Total Value (at application date)	Total Income or Interest Received/Year
Bank Account – Savings	\$	N/A
Bank Account – Chequing	\$	N/A
Bank Account – Other	\$	N/A
Equity in Real Estate	\$	\$
Guaranteed Investment Certificate (GIC)	\$	\$
Inheritance or Insurance Settlements	\$	\$
Mutual Funds	\$	\$
Net Worth of Business	\$	\$
Retirement Savings Plan	\$	\$
Savings Certificate	\$	\$
Stocks or Bonds	\$	\$
Term Deposits	\$	\$
Other (Describe):	\$	\$
Other (Describe):	\$	\$
<b>Total</b>	\$	\$

## Does anyone in your household:

Own a house? <input type="checkbox"/> YES <input type="checkbox"/> NO	Equity in House: \$	<i>Please attach a copy of your Mortgage Statement</i>	
Own a Mobile Home? <input type="checkbox"/> YES <input type="checkbox"/> NO	Equity in Mobile Home: \$	<i>Please attach a copy of your Chattel Statement</i>	
Own/Lease a Vehicle? <input type="checkbox"/> YES, Lease <input type="checkbox"/> NO <input type="checkbox"/> YES, Own	Equity: \$	Value: \$	Monthly Payment: \$
2 <sup>nd</sup> Vehicle in your household? <input type="checkbox"/> YES, Lease <input type="checkbox"/> NO <input type="checkbox"/> YES, Own	Equity: \$	Value: \$	Monthly Payment: \$
If you do not own/lease a vehicle, what is your main form of transportation?			

# CONTACTS

Emergency Contact (e.g. Relative or Friend)	Please list your Social Worker/Counselor/AISH Worker
Name:	Name:
Address:	Address:
Phone Number:	Phone Number:
Relationship:	Type of Worker:

# REFERENCES

List Three References (e.g. Employer, Landlord, Clergy, Volunteer Work, etc.). **Cannot be a member of your family.**

1.Name:	2.Name:	3.Name:
Reference Type:	Reference Type:	Reference Type:
Phone Number:	Phone Number:	Phone Number:

# ADDITIONAL INFORMATION

- 1) If you are currently renting, have you been given an eviction notice?  YES  NO

If YES, please attach a copy of eviction notice.

- 2) Have you previously applied to the Medicine Hat Community Housing Society?  YES  NO

- 3) Is everyone in your household a Canadian Citizen?  YES  NO

If NO, please attach a copy of Immigration Papers showing immigration status

Please list type of immigration status for all members of the household on page 6 of this application form.

- 4) Do you need an interpreter?  YES  NO

If YES, Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

- 5) Does anyone in your household have physical or mobility limitations and/or medical conditions that the MHCHS should be aware of?  YES  NO

If YES, please indicate your limitations: \_\_\_\_\_

What is the number of stairs / steps you can safely manage? \_\_\_\_\_

- 6) Is your housing unsafe or does it cause health problems for anyone?  YES  NO

If YES, please explain: \_\_\_\_\_

- 7) Have you or anyone in your household graduated from a Housing First Program in the past 2 years?  YES  NO

If YES, please list the individual's name(s): \_\_\_\_\_

- 8) Have you recently left or are currently in a difficult living arrangement?  YES  NO

If YES, explain: \_\_\_\_\_

Have you accessed any other resources that may assist you during this time?			
Resources	YES	NO	Type of Assistance (Rent, Utilities, Food, Etc.)
St. Vincent De Paul			
Salvation Army			If YES: Shelter or Resource Centre
Hillcrest Family Church			
Friends/Family			
Medicine Hat Women's Shelter			
Income Supports			
Medicine Hat Community Housing Society – Outreach Department			

**Do you have any formal community supports (agency, groups and/or organizations) in place?** If YES, please provide details: \_\_\_\_\_

**How much notice would your current landlord require if you were offered a MHCHS unit?** \_\_\_\_\_

**Do you have limitations requiring you to live in a specific area of the city?**  YES  NO If YES, please explain:

**Do you have a pet?**  YES  NO

If YES, are you willing to find your pet a new home if you are offered a unit?  YES  NO

- Please note that pets are not permitted in any Medicine Hat Community Housing Society units.

**Please list Immigration status of all household members (if applicable)**

<b>Name</b>	<b>Immigration Status (ex. Perm Resident, Work visa, convention refugee Refugee Claimant etc.)</b>

**OFFICE USE ONLY:**

A large rectangular area with a light gray background, intended for office use only. It contains no text or data.





## Please Read Carefully

I understand that this application does not constitute an agreement on the part of the Medicine Hat Community Housing Society, or its agents to provide me with rental accommodation.

I further acknowledge the right of the Medicine Hat Community Housing Society 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 the Medicine Hat Community Housing Society 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 of my application

I agree that it is my responsibility to advise the Medicine Hat Community Housing Society in writing of any changes in family composition, source of income, gross income assets, employment, and change of address or any household changes should they occur.

I further understand that it is my responsibility to contact the housing society within three months of applying, and at least every three months thereafter and that failure to do so will result in the cancellation of my application and the need to reapply.

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Signature of Applicant #2

### Do not sign below. This section will be signed in the presence of a Commissioner for Oaths STATUTORY DECLARATION

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

1. That I/We am/are the applicant(s) on the said application.
2. That the statements made by me/us in the said declaration are, to the best of my/our knowledge, information an belief, full and true in all respects; I/We 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, at the City of Medicine Hat, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Signature of Commissioner for Oaths and  
for the Province of Alberta

\_\_\_\_\_  
Signature of Applicant #2

\_\_\_\_\_  
Commissioner Expiry

I, \_\_\_\_\_ of The Medicine Hat Community Housing Society, did observe photo ID for the individual(s) listed above, prior to completing the Statutory Declaration above.

I, \_\_\_\_\_ of The Medicine Hat Community Housing Society, have the knowledge to confidently identify the individual(s) listed above, without need to observe photo ID prior to completing the Statutory Declaration above.



## Medicine Hat Community Housing Society Release of Information Consent Form

Many employers or agencies who furnish assistance and/or benefits (ESDC, Social Services, Employment Insurance, WCB, etc.) will not release information without written consent from the employee or recipient. The Medicine Hat Community Housing Society therefore, requests the following be signed by all persons requesting assistance age 15 years of age or older who are listed in the Social Housing file.

I/We, \_\_\_\_\_ authorize:

- a) The Medicine Hat Community Housing Society to verify all information relating to this Social Housing file 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 Medicine Hat Utility Department, offices, agencies, boards or landlords.
- b) The Medicine Hat Community Housing Society to release and exchange any information and documents including personal information by and between the Medicine Hat Community Housing Society 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 same such information to the Medicine Hat Community Housing Society.
- d) The Medicine Hat Community Housing Society to obtain information from any person or agency for the purpose of audit or verification of our/my family income or circumstances.

<b>Client #1:</b>	_____	_____
	Printed Name	Social Insurance Number
	_____	_____
	Signature	Date
 <b>Client #2:</b>	_____	_____
	Printed Name	Social Insurance Number
	_____	_____
	Signature	Date

The Medicine Hat Community Housing Society is authorized to collect this information under Part 2, Division 1, Section 33, © of the Freedom of Information and Protection of Privacy Act.

