

PLEASE READ CAREFULLY BEFORE FILLING OUT APPLICATION

QUALIFICATIONS

- ∞ The Applicant or Co-Applicant must be Aboriginal.
- ∞ Total household income cannot exceed the program guidelines (Core Needs Income Threshold).
- ∞ You **DO NOT** qualify if you presently reside in a subsidized housing program or own your own home.
- ∞ You must have full legal custody of children. Joint Custody will not be considered. If the children are under the care of Children's Services, please indicate that as well.

PROCEDURE

If you feel you qualify for Métis Urban Housing, please fill out your application completely. Both the Applicant and Co-Applicant must sign and date the document.

Submit with your application:

- ∞ Proof of Native Ancestry - Métis Card (contact Métis Nation of Alberta) or Status Card (contact Indian and Northern Affairs Canada) or Inuit Status
- ∞ Alberta Health Care and or SIN for Applicant & Co Applicant & AHC for all dependants
- ∞ Two letters of reference from your current and previous Landlords. If you are unable to provide two landlord reference letters you can also submit a personal or character reference.
- ∞ Criminal Record Check (Security Clearance) for all applicants over 18 years. *CRC cost is reimbursed in second month of tenancy*
- ∞ Medical letters are required if you or someone in your family are handicapped or disabled
- ∞ Canada Child Tax Benefit (CCTB) Notice of Assessment for the most recent tax year
- ∞ Income Tax Notice of Assessment for the most recent year
- ∞ Further documentation may be required

PLEASE NOTE

All applications are processed at the Head Office in Edmonton. We select tenants according to the date of application and the unit size required (please inquire if more information is needed).

We are not an Emergency Housing Program

Once accepted, you will be notified. If there are no units available your name will be put on a wait list. You must contact our office each time contact information changes (phone number and/or mailing address). If after 3 attempts to reach you we are unsuccessful, your name will be removed from the wait list.

Métis Urban Housing Corporation

11922 121 A Street Edmonton, Alberta T5L 0A2 Ph 780 452 6440 Fax 780 452 1076

ALL INFORMATION MUST BE COMPLETED BEFORE PLACEMENT ON WAIT LIST

Name of Applicant: _____ Applicant's Date of Birth: _____ Social Insurance Number: _____ Métis: _____ Status: _____ Bill-C31: _____ Other: _____ Address: _____ City/Province: _____ P/C _____ Current Telephone Number: _____	Name of Co-Applicant: _____ Co-Applicant's Date of Birth: _____ Social Insurance Number: _____ Métis: _____ Status: _____ Bill-C31: _____ Other: _____ If Different from Applicant: Address: _____ City/Province: _____ P/C _____ Current Telephone Number: _____
Which Town or City are you applying for? _____	

Applicant's Marital Status: Married: _____ Single: _____ Common-law: _____ Other: _____

LIST ALL OTHER PEOPLE WHO WILL BE LIVING WITH YOU (add extra sheet if necessary):

Name	Sex	Relationship	Birth Date	Occupation

<p><u>SOURCE OF APPLICANTS INCOME</u></p> Employed gross monthly amount: \$ _____ Employer's phone: _____ Social Services total amount of assistance per month: \$ _____ Workers name: _____ Workers phone: _____ Child Tax Benefit Total/month: \$ _____ Child Support: \$ _____ A.I.S.H.: \$ _____ Pension(s): \$ _____ E.I.: \$ _____ Student Grant(s): \$ _____ Other: \$ _____	<p><u>SOURCE OF CO-APPLICANTS INCOME:</u></p> Employed gross monthly amount: \$ _____ Employers phone: _____
INCLUDE INCOME FOR ALL DEPENDENT'S NOW LIVING WITH YOU IN ABOVE SPACE PROVIDED	

ALL INFORMATION MUST BE COMPLETED BEFORE PLACEMENT ON WAIT LIST

PRESENT ADDRESS:

If you currently reside in housing located either on a First Nation Reserve or a Métis Settlement, you will need to provide written documentation from the Reserve or Settlement office stating whether or not you or your immediate family own a home on their lands.

Do you own your own home? Yes: _____ No: _____

I now live in a: Apartment: _____ House: _____ Condo: _____ Bsmt. Suite: _____

Do you now live in subsidized housing? Yes: ___ No: ___ Length of time at present address: Years: ___ Months: ___

Monthly Rent: _____ Are Utilities Included: Yes: _____ No: _____

Monthly cost of Power: _____ Gas: _____ Water: _____

Number of Bedrooms: _____ How much notice must you give before moving: _____

Present Landlord: _____

Telephone: _____ Address: _____

Previous Landlord: _____ Move out date: _____

Telephone: _____ Address: _____

OTHER INFORMATION:

Have you ever applied to Métis Urban Housing Corporation before? Yes: _____ No: _____

Which area of the City preferred, if it can be arranged: Mark 1st and 2nd Choice: NORTH: _____ SOUTH: _____

Is baby expected: _____ If yes, when: _____

How long have you lived in Alberta: _____

NEXT OF KIN / CONTACT PERSON IN EVENT OF EMERGENCY:

Name: _____ Address: _____ Phone: _____

I understand and further agree to:

- ∞ Submit income verification to ensure qualifications are met in accordance with Policy and Guidelines
- ∞ Authorize Métis Urban Housing Corporation to conduct inquiries re the approval of my MUHC Application
- ∞ Submit a Criminal Record Check
- ∞ Sign a Lease Agreement (Month to Month)
- ∞ Pet Policy – Strictly Enforced (Discuss exceptions with MUHC Staff)

SIGNED BY: APPLICANT: _____

CO-APPLICANT: _____

DATE: _____

ALL INFORMATION MUST BE COMPLETED BEFORE PLACEMENT ON WAIT LIST

Why do you wish to move from present dwelling?

1. Dwelling is inadequate:

a. Requires Major Repairs to:

- Plumbing
- Electrical
- Structural (i.e. wall, floors, ceiling, windows)

Explanation: _____

b. Lacks Basic Facilities:

- Hot / cold running water
- Indoor toilet
- Bathtub or shower

Explanation: _____

2. Dwelling is unsuitable:

- More than 2 persons per bedroom.
- Parents share a bedroom with Children.
- Dependents over 18 must share a bedroom.
- Children of opposite sex over 5 yrs must share a bedroom.

Explanation: _____

3. Require a dwelling to accommodate a special need i.e. handicap, medical reasons, use of special facilities etc:

Explanation: _____

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

Please send completed application to the Edmonton address for processing

Métis Urban Housing Corporation
 11922 121 A Street
 Edmonton, Alberta
 T5L 0A2

Thank you for applying to Métis Urban Housing Corporation