



## Application

North Peace Housing Foundation  
PO Box 7050, 9910 – 102 St., Peace River, AB T8S 1S7  
Ph: 780.624.2055 Fax: 780.624.2065

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## NORTH PEACE HOUSING FOUNDATION APPLICATION

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### WE DO NOT OFFER EMERGENCY HOUSING OR FUNDING.

### YOUR APPLICATION WILL NOT BE PROCESSED UNLESS IT IS COMPLETE AND ALL DOCUMENTS ARE RECEIVED

#### GUIDELINES

1. Any adult that will be residing in the unit must sign the application and provide income verification;
2. It is the applicant's responsibility to update any information on the application;
3. If an applicant refuses the unit offered to them, they will be placed on the inactive waiting list. This list will only be referred to if there are no applicants on the active waiting list;
4. North Peace Housing Foundation has a strict no pet policy;
5. Once the application is submitted and completed in full you will be contacted by the Housing Manager for an interview— please ensure that you are on time for your interview. Support workers and young adults (unless a co-applicant) will not be allowed to enter the interview room;
6. We require a minimum of three references; references can include previous or current landlords, supervisors from past or current employment, or volunteer positions. Support workers are not eligible references. Please have your reference(s) name and contact information available at the time of the interview;
7. Make sure that you contact your references in advance and ask for permission;
8. You must be residing in the area that you are applying for a minimum of six months.

FINAL APPROVAL OF YOUR APPLICATION IS SUBJECT TO OBTAINING ACCEPTABLE REFERENCES AND SECURITY CHECK. TO ENSURE CONTINUING ELIGIBILITY, AN UPDATED VERIFICATION OF INCOME IS REQUIRED AT THE TIME A SUBSIDY OR HOUSING UNIT IS OFFERED.

Once your application is completed and you have gathered all of the necessary documents, you may bring your application to the location that you are applying for. Ask for the Housing Manager and they will witness your application along with the *Consent to Disclose Information* and the *Contract Agreement*.

*\*Faxed applications will not be accepted.*

#### Homesteader Lodge

908-2 Avenue  
Hines Creek, AB  
(780) 494-3500  
For Housing in:  
Hines Creek

#### Harvest Lodge

10400 108 St.  
Fairview, AB  
(780) 835-2862  
For Housing in:  
Fairview and Bluesky

#### Central Office

9910 – 102 Street  
Peace River, AB  
(780) 624-2055  
For Housing in:  
Peace River, Grimshaw,  
Nampa, St. Isidore and  
Cadotte Lake

#### Del-Air Lodge

202 1<sup>st</sup> Avenue SW  
Manning, AB  
(780) 836-3325  
For Housing in:  
Manning

#### Autumn Lodge

5024 52 St.  
Berwyn, AB  
(780) 338-3917  
For Housing in:  
Berwyn



## DOCUMENT CHECKLIST

**THE FOLLOWING CHECKLIST IS A GUIDELINE FOR THE NECESSARY DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION**

IDENTIFICATION	
	Adults – Two pieces of ID (one must be government issued Photo Identification)
	Expectant Mother – A doctor’s note confirming your pregnancy and expected date of delivery
INCOME VERIFICATION	
	Tax Return Summary : A complete <b>Tax Return Summary (not your assessment)</b> from your taxes filed in the previous year
	Child Tax Credit: Statement from your online Canada Revenue Agency Account with the amount you receive
	GST: Statement from your online Canada Revenue Agency Account with the amount you receive
	Family Employment Tax Credit Notices: Any notices applicable to the amount that you receive
If you are...	You should submit....
Working	Current Pay Stubs OR a Letter from your Employer
Receiving Employment Insurance (EI)	A screen print of “my current claim” from your online Service Canada account
Receiving Income Support	Your consultant can provide a copy of your “green sheet”
Receiving AISH	A copy of your health benefits card
AB Works (Learner) Benefits	A copy of your funding agreement/letter
Self-Employed	We will use your tax return to calculate basic rent, but may request supporting documentation
Receiving Alimony/Child Support	Copy of a court order or screen print of maintenance enforcement payment history
A Student	Notice of Assessment for your Student Funding
STUDENTS	
	School Letter – Your acceptance letter
	Student Income – Please provide your proof of income (Student Loans, Funding, Scholarships, Bursaries, Grants, Part-time work, etc.)

***\*Other necessary documents for your application may be requested by the Housing Manager.***



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## APPLICATION

### APPLICANT

Person whose date of birth comes first during the year

Last Name		First Name		Other Names AKA	
Birthdate		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Canadian Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No	

### CO - APPLICANT

Last Name		First Name		Other Names AKA	
Birthdate		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Canadian Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No	
How are you related to the applicant? <input type="checkbox"/> Common – Law <input type="checkbox"/> Married <input type="checkbox"/> Child/Grandchild <input type="checkbox"/> Other					

### CONTACT INFORMATION

Mailing Address					
PO Box	Street Address	City/Town	Province	Postal Code	
Primary Phone Number					
Secondary Phone Number					
Primary Email					
Secondary Email					

### LIVING ARRANGEMENTS

What are your current living arrangements? (Renting, Own, Staying with Family, etc.,)
How long have you lived at your current residence?
If you have lived there for less than a year, where did you live to before?



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## FAMILY SIZE

<p>Will the number of people in your family change in the next 10 months?  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____</p> <p>If pregnant, when is your due date? _____</p>
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## HOUSEHOLD MEMBERS

Last Name				First Name				Other Names AKA					
How are you related to the applicant? <input type="checkbox"/> Child/Grandchild <input type="checkbox"/> Other				Birthdate				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Yes <input type="checkbox"/> No		Canadian Citizenship	

Last Name				First Name				Other Names AKA					
Relationship to Applicant <input type="checkbox"/> Child/Grandchild <input type="checkbox"/> Other				Birthdate				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Yes <input type="checkbox"/> No		Canadian Citizenship	

Last Name				First Name				Other Names AKA					
Relationship to Applicant <input type="checkbox"/> Child/Grandchild <input type="checkbox"/> Other				Birthdate				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Yes <input type="checkbox"/> No		Canadian Citizenship	

Last Name				First Name				Other Names AKA					
Relationship to Applicant <input type="checkbox"/> Child/Grandchild <input type="checkbox"/> Other				Birthdate				<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Yes <input type="checkbox"/> No		Canadian Citizenship	

## EMERGENCY CONTACT

Someone not living with you

Last Name				First Name				Other Names AKA			
Mailing Address											
PO Box		Street Address				City/Town		Province		Postal Code	
Phone Number											