

### How did you hear about us?

- Social media
- Radio
- Current Tenant
- Kijiji
- Word of Mouth
- Other



### Are you applying for the senior discount?

- Yes
  - Must be 65 or older
  - Cannot be combined with a subsidy
  - Affordable housing properties only

## HOUSING APPLICATION FORM

**IMPORTANT: PLEASE READ BEFORE COMPLETING APPLICATION**

### Affordable Housing:

Our rental townhouses and apartments have fixed rental rates that will not change with the size of your pay cheque. Our units are good options for qualified, working people who can count on a steady stream of income. Our Rental rates are kept below rents charged for comparable homes offered in the regular rental market.

### The Application Package:

In addition to the information sheet, this application package contains an application form and a section regarding income verification (attached a job offer letter if needed). Please complete the application form in full.

### General Information:

Wood Buffalo Housing is a public not for profit organization that provides affordable housing to senior citizens, families and individuals. The Property Services Division requires that all information provided is accurate and will be held in confidence.

### Housing Options:

Wood Buffalo Housing's portfolio includes one (1), two (2), three (3) and four (4) bedroom units in apartments, townhouses and duplexes suitable for individuals and families.

### Application, Assessment and Verification:

Applications are to be completed and returned **to the Applications Office – 9011-9915 Franklin Ave. (Provincial Building)**. All applications are assessed based on the following:

1. Applicants must be 18 years of age or older.

2. Application checklist:

		<i>WBH Initial</i>
Application: all areas completed and signed	Complete	
Picture ID/Driver's License for all adults on application	Checked	
Alberta Health care cards (minors only)	Checked	
Last three (3) paystubs	Received	

*Office Hours: Monday – Friday, 8:30 a.m. – 4:00 p.m.*

# HOUSING APPLICATION FORM

The following information is strictly confidential.

## PERSONAL INFORMATION:

Name of Applicant: (surname) \_\_\_\_\_ (first name) \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Current Address: \_\_\_\_\_ How long at this address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Preferred Contact #: \_\_\_\_\_ Preferred Contact Time: \_\_\_\_\_

Current Employer: \_\_\_\_\_ How Long: \_\_\_\_\_ Email Address: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Hrs. Per Week: \_\_\_\_\_ Other Income: \_\_\_\_\_ Shift Rotation: \_\_\_\_\_  
(*Bonus, Tips, LOA, Commission*)

OR Pay Schedule:  Weekly  Biweekly  Monthly  Semi-Monthly  Annual

## CO-APPLICANT INFORMATION:

Name of Applicant: (surname) \_\_\_\_\_ (first name) \_\_\_\_\_

Birthdate: \_\_\_\_\_ Gender: \_\_\_\_\_

Current Address: \_\_\_\_\_ How long at this address: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Preferred Contact #: \_\_\_\_\_ Preferred Contact Time: \_\_\_\_\_

Current Employer: \_\_\_\_\_ How Long: \_\_\_\_\_ Email Address: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_ Hrs. Per Week: \_\_\_\_\_ Other Income: \_\_\_\_\_ Shift Rotation: \_\_\_\_\_  
(*Bonus, Tips, LOA, Commission*)

OR Pay Schedule:  Weekly  Biweekly  Monthly  Semi-Monthly  Annual

## CONSENT TO COMMUNICATE VIA EMAIL

On July 1, 2014 Canada's anti-spam legislation came into effect. This legislation requires Wood Buffalo Housing to obtain express consent from everyone we communicate with. Therefore, in order to receive any form of email from anyone at Wood Buffalo Housing we need your consent:

I, \_\_\_\_\_ hereby consent to Wood Buffalo Housing communicating with me via email. My email address is: \_\_\_\_\_. I am also aware that I can withdraw my consent at any time.

\_\_\_\_\_  
Applicant Signature

Names of Persons Other Than Applicant And/or Co-Applicant Who Will Reside in Unit		Relationship to Applicant	Male/Female	Birthdate (yy/mm/dd)
FAMILY NAME	FIRST NAME			

Have you or other members of your household previously rented from Wood Buffalo Housing/Fort McMurray Housing Authority?  Yes  No  
 If yes, what was your address? \_\_\_\_\_

Pets:  
 Do you have a pet(s)?  Yes  No  
 If yes, what type of pet(s) do you have? \_\_\_\_\_

SIGNED at the City of Fort McMurray, in the Province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Applicant's Name (Printed)

\_\_\_\_\_  
 Co-Applicant's Signature

\_\_\_\_\_  
 Co-Applicant's Name (Printed)

**How did you hear about us?** \_\_\_\_\_

**Was this a referral from a current tenant of WBH?**  Yes  No

**If yes, tenant's name:** \_\_\_\_\_

- NOTE:** At the time of lease signing, the following supporting documents will be required:
- Photo ID for all individuals over the age of 18.
  - Alberta Health for all individuals under the age of 18.
  - Employment verification.
  - Current vehicle registration (if applicable).
  - Previous landlord reference authorization; see attached.

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## LANDLORD REFERENCE AUTHORIZATION

By my/our signature(s) below, I/we, \_\_\_\_\_, hereby authorize Wood Buffalo Housing to contact my previous landlords (listed below) to acquire a reference on my/our tenancy.

I/We know that this reference will provide details of my/our rental payment history, length of tenancy, condition of the premises and compliance issues of the Tenancy Agreement to the Corporation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

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## Housing History

List previous rental/home ownership information for the past three years starting with your current residence. Please provide current lease agreement to confirm current rental information.

**Current Address:** \_\_\_\_\_

Own  Rent  Other \_\_\_\_\_

Rooms in accommodation:  Kitchen  Living Room  Dining Room \_\_\_#bedrooms \_\_\_# bathrooms

Type of accommodation:  House  Basement Suite  Trailer  Duplex  Hotel/Motel  
 Apartment  Shelter  Other \_\_\_\_\_

I lived there <b>From:</b> _____	<b>To:</b> _____	Reason for leaving: _____
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Landlord Name: _____	Landlord Contact #: _____
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Previous Address:  Own  Rent  Other \_\_\_\_\_

I lived there <b>From:</b> _____	<b>To:</b> _____	Reason for leaving: _____
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Landlord Name: _____	Landlord Contact #: _____
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Previous Address:  Own  Rent  Other \_\_\_\_\_

I lived there <b>From:</b> _____	<b>To:</b> _____	Reason for leaving: _____
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Landlord Name: _____	Landlord Contact #: _____
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Have you or other members of the household previously rented from Wood Buffalo Housing/Fort McMurray Housing Authority?  YES  NO

If yes, what was your address? \_\_\_\_\_