



Temporary Rent Assistance Benefit

IMPORTANT: PLEASE READ BEFORE COMPLETING APPLICATION

Wood Buffalo Housing is a public not-for-profit organization that provides housing to senior citizens, families and individuals. The **Temporary Rent Assistance Benefit**, a new benefit, will provide a modest subsidy for up to two years to help working Albertans and those between jobs afford their rent while they stabilize or improve their situation. The current tax legislation considers this to be a taxable benefit and you will receive a T5007 at the end of each calendar year.

Wood Buffalo Housing requires that all information provided is accurate and will be held in confidence. The personal information being collected on this form is pursuant to the Freedom of Information and Protection of Privacy (FOIP) Act Section 33(c). Information required on this application is in keeping with the Alberta Housing Act and Alberta Residential Tenancies Act. Information acquired on this form will be kept secure and access is restricted. If you have any questions about the collection, contact the **FOIP Coordinator** at **Wood Buffalo Housing Office, 9011-9915 Franklin Ave, Fort McMurray, AB T9H 2K4**. The phone number is **(780) 799-4050**.

Application Package:

Please read the following information before completing the application.

1. Please complete and sign the application in **full**. Please answer all questions that apply, and those that do not indicate with N/A. Do not leave any section blank.
2. All appropriate documentation must be submitted along with the application.
3. Please return the application to the **Administration Office** located at **9011-9915 Franklin Avenue, Fort McMurray, AB**.

Other Information:

Attached is a Frequently Asked Question (FAQ) sheet that you can read and retain for your own information regarding the application process and the ongoing application status.

If there are any questions or concerns while filling out the application, please contact Wood Buffalo Housing at **(780) 799-4050**.

We will contact you with your confirmation number once the application has been processed and to confirm eligibility.

APPLICATION FORM

1. Applicants

Is the applicant over the age of 18 years at the time of applying? Yes No

2. Annual Household Income

Verification **MUST** be provided for everyone who will reside in the unit over the age of 18 as follows (please check all that apply):

Income Type	Required Documentation
<input type="checkbox"/> Employment	Everyone listed in the household over the age of 18 years must provide three (3) of their most recent month's paystubs showing the GROSS monthly earnings. Also provide a letter of employment on company letterhead or the employer can complete the attached <i>Employer Verification Form</i> .
<input type="checkbox"/> Employment Insurance/Canada Recovery Benefit	Copy of "My Current Claim" showing GROSS weekly benefit and number of weeks claimed.
<input type="checkbox"/> Record of Employment	Latest record of employment stating the last day worked
<input type="checkbox"/> Worker's Compensation	Letter or stub verifying GROSS monthly benefits.
<input type="checkbox"/> Home Based Business <input type="checkbox"/> Taxi Operator Verification	Copy of three (3) most recent month's revenue/sales and expenses. Documents should be supported by appropriate receipts/invoices.

**Additional information may be required.*

3. Family Composition

In order to determine the size of the household, the number of people who will be residing in the unit must be verified. Verification must be provided as follows:

Household	Required Documentation
<input type="checkbox"/> Minors (Under the age of 18)	Copy of Alberta Health Care card or number.
<input type="checkbox"/> Adults (Over the age of 18)	Copy of photo ID (License, Gov ID, etc.)

**Additional information may be required.*

4. Total Household Assets

In order to determine the net worth of the household, all information regarding assets must be provided. This includes leased/owned vehicles, recreational vehicles, bank accounts, and owned properties. Verification must be provided as follows:

Asset	Required Documentation
<input type="checkbox"/> Motor/Recreational Vehicle	Vehicle registration plus proof of market value for ALL household vehicles.
<input type="checkbox"/> Mortgage	Amount owing on total mortgage and current value assessment on property.
<input type="checkbox"/> Bank Accounts	Provide a 30-day transaction history for ALL household bank accounts held by ALL adult members of the household.

**Additional information may be required.*

5. Status in Canada

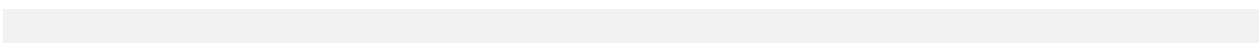
In order to determine further eligibility of the household, verification of status in Canada must be provided as follows:

Status	Required Documentation
<input type="checkbox"/> Canadian Citizen	Birth Certificate, CAN Passport, Citizenship Card
<input type="checkbox"/> Permanent Resident	PR Card, Certificate of PR
<input type="checkbox"/> Refugee	Certificate of Refugee status
<input type="checkbox"/> Sponsorship	Verification of sponsorship indicating sponsor and sponsored person(s)
<input type="checkbox"/> Other	Visa or other proof of status

**Additional information may be required.*

6. Other

Current Lease Agreement



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

APPLICANT INFORMATION:

Applicant:				
Last Name		First Name		Middle Name
Mailing Address			City	Province Postal Code
Birthdate (mm/dd/yy)	SIN #	Gender	Marital Status	
Contact Information				
Home #		Cell #		Work #
Email Address				

Co-Applicant:				
Last Name		First Name		Middle Name
Mailing Address (If different than above)			City	Province Postal Code
Birthdate (mm/dd/yy)		Gender	Marital Status	
Contact Information				
Home #		Cell #		Work #
Email Address				

FAMILY INFORMATION:

Family Listing					
List the names and information of all members who will be residing in the household, as well as applicant and co-applicant (if applicable) information.					
Last Name	First Name	Date of Birth (mm/dd/yy)	Gender	Relationship to Applicant	Status in Canada

INCOME INFORMATION:

.Income Information		
List and provide copies of income received for all household members over the age of 18 years.		
Name	Employer/Source of Income	Last Date of Employment (EI/CRB recipient)

ASSET INFORMATION:

Assets	
List all assets within the list below. Documents are required for all items listed as well as bank statements for all accounts held by household members.	
Asset	Value (\$)
Cash on Hand	
Cash in Bank Accounts	
Stocks/Bonds/Mutual Funds	
Property (Full/Part ownership in real estate/land)	

Vehicle				
Do you have vehicles? <input type="checkbox"/> YES <input type="checkbox"/> NO How many vehicles do you have?				
Vehicle #1	Year:	Make:	Model:	Lease end date:
Vehicle #2	Year:	Make:	Model:	Lease end date:
Vehicle #3	Year:	Make:	Model:	Lease end date:

Recreational Vehicle		
Do you own a recreational vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Year:	Make:	Model:

Other Motorized Vehicles (ATV, Motorcycle, etc.)			
Type:	Year:	Make:	Model:
Type:	Year:	Make:	Model:

HOUSING INFORMATION:

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: _____	
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other _____	
Rooms in accommodation: <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Room <input type="checkbox"/> Dining Room ___ #bedrooms ___ # bathrooms	
Type of accommodation: <input type="checkbox"/> House <input type="checkbox"/> Basement Suite <input type="checkbox"/> Trailer <input type="checkbox"/> Duplex <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Apartment <input type="checkbox"/> Shelter <input type="checkbox"/> Other _____	
I lived there From: _____	To: _____
Current Rental Rate: _____	
Landlord Name: _____	Landlord Phone Number: _____

The Social Housing Program is governed by law through the Residential Tenancy Act and the Alberta Social Housing Act. We require references from your current landlord in relation to your ability to pay rent when due and to confirm your current tenancy.

LANDLORD REFERENCE AUTHORIZATION

By my/our signature(s) below, I/we,

_____, hereby authorize Wood Buffalo Housing to contact my current landlord listed above to confirm 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

DECLARATION

I/We _____ and

_____ do solemnly declare as follows:

1. That I/We are the applicant(s) on this application for subsidized housing with Wood Buffalo Housing;
2. That the statements made by me/us in this application for subsidized housing with Wood Buffalo Housing are to the best of my knowledge, information and belief, full and true in all respects;
3. And I/We make this solemn Declaration conscientiously believing it to be true and knowing that it is 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 Fort McMurray, in the Province of Alberta, this _____ day of _____, 20____.

Signature of Applicant

Signature of Applicant

EMPLOYMENT INFORMATION (to be completed by applicant)

Name of Employee: (first) _____ (last) _____

Address of Employee: _____

Name of Employer: _____ Date Started: _____

Address of Employer: _____

Dear Sir/Madam:

Wood Buffalo Housing is required to verify income for both applicants and present benefit recipients for the purpose of establishing eligibility and determining level of rental assistance.

The applicant/tenant has indicated that he/she is presently or has been employed by you. Your assistance is requested by completing the information section of this form and returning it to our office. The applicant/tenant has authorized the release of this information as indicated below.

I, (please print) _____, the undersigned, hereby authorize your organization to release any information requested by Wood Buffalo Housing.

Head Office
9011-9915 Franklin Avenue
Fort McMurray, AB T9H 2K4
Telephone (780) 799-4050 Fax (780) 799-4025

Signature (employee) (Date)

EMPLOYMENT INFORMATION (to be completed by employer)

Position Held: _____

Dates of Employment: (from) _____ (to) _____

Termination Date (if applicable) _____

Income: Gross Monthly Salary _____ Hourly Rate of Pay _____

Hours Per Week (average) _____ Straight Time _____ Overtime _____

Additional Information:

- a. Average tips per week \$ _____
- b. Bonuses or incentive pay received for the past 12 months \$ _____
- c. Commissions received for the past 12 months \$ _____
- d. Fort McMurray allowance \$ _____

Authorized Representative Telephone Number

Position Held Date Completed

FREQUENTLY ASKED QUESTIONS

Am I eligible for the Temporary Rent Assistance Benefit?

- Your household may be eligible if you are employed or have been recently unemployed in the last 24 months and are not receiving social assistance, including: Income Support, Learner Income Support, Assured Income for the Severely Handicapped, Alberta Seniors Benefit, Guaranteed Income Supplement, or Old Age Security.

Why has a two-year limit been placed on the new benefit, and what happens at the end of the second year?

- The new Temporary Rent Assistance Benefit is intentionally structured to encourage recipients to participate in the workforce, plan for their future, and eventually exit from supports.
- At the end of the second year, households can reapply for the Temporary Rent Assistance Benefit, or apply for the Rent Assistance Benefit or other housing supports if eligible.

I am on a waitlist for a community housing unit. Can I take advantage of the new benefit?

- If you meet the criteria, you can apply for the new Temporary Rent Assistance Benefit.

I am moving from my current residence to somewhere different. How does that affect my Temporary Rent Assistance benefit?

- The benefit is portable with the household if the residence change is within the Regional Municipality of Wood Buffalo. A household will have their TRAB discontinued if it moves outside the Regional Municipality of Wood Buffalo. We will require the household to notify the of any change of residence.

How do I report changes to my situation?

- Please contact our office at 780-799-4050 to ensure that your file is current.

How often should I be checking in on the status of my application?

- In order for your file to remain active on our waitlist, you must follow up with WBH a minimum of once every three months from last point of contact or the application can be at risk of cancellation. If your application is next in line based on eligibility date, we will be in contact with you via the information provided on the application.
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