



Application for Rental Housing

What you need to know about completing and Submitting your Application

Submit the completed application with supporting documents by hand or mail to:

Piikani Housing Authority
Box 70
Brocket, AB T0K0H0

Piikani Housing Authority housing program provides rental accommodation to eligible members. To be considered for a unit when it comes available, you must complete and submit the application for rental housing. The purpose of the application is to collect information that will confirm whether you are eligible for rental housing and determine the priority of your request.

Important!

Your eligibility for rental housing cannot be confirmed unless:

- All parts of the application have been completed, and
- All supporting documentation is attached

An application that is incomplete or missing supporting documentation will not be considered for PHA rental.

You Will be Notified of receipt of your application:

- By phone within 10 business days of receiving the application, and
- If your application is incomplete, missing some supporting documentation, or you do not meet eligibility criteria, the housing department will contact you to discuss next steps.

Who is Eligible for Rental Housing?

You may be eligible if you meet the following conditions:

- You and/or your spouse/partner (where applicable) must be a registered member of Piikani Nation
- You must be 18 years of age or older or, if applying for senior's rental unit, be 65 years of age or older.
- You provide written verification of income (for all adults who would live in the rental unit) that confirms you have sufficient income to cover the cost of rent and related housing expenses.
- You provide a written credit report from Equifax Canada or TransUnion Canada that confirms you pay debt/bills within 45days.
- Give PHA Authority to contact Piikani Nation Finance Dept. and Piegan REA Ltd. On your behalf. To confirm that you're in good standing (i.e., no arrears or outstanding payments with the departments of Piikani Nation).
- Where you have previously been in a rental arrangement, you provide a written reference from one previous landlord and a character reference (exempt family and friends).

Note: All written verification/references must be dated within 30 days of the date you submit your application.

Your application is held for 12 months from the date of receipt if it's confirmed to meet the criteria for rental housing. If there is any change to any information you provide in the application (e.g. contact numbers, family composition), it is your responsibility to contact the housing department to advise of the change. You will be responsible to submit a new application at the end of the 12-month time period.

Questions? Contact Piikani Housing Authority at 587-788-0719 if you have any questions or would like assistance completing the application.

Checklist for Supporting Documentation to Submit with Your Application

Before submitting your application for rental housing, use the checklist below to ensure that all of the required documentation is included.

Your rental application will not be considered complete if any required documentation is not included. (Section 1, 4, 5 and 6 (if it applies to you)).

Supporting Documentation	Check	Comments:
<p>1. Income verification for all adults who would live in the rental unit.</p> <ul style="list-style-type: none"> • The three most recent consecutive pay/EI benefit, child tax, worker's compensation, other paystubs or Canada Revenue Agency (CRA) tax assessment; or • For an individual in receipt of income assistance benefits, written confirmation from the social development department of the amount of assistance to be provided; or • For an individual in receipt of pension, retirement, annuity, or other fixed income benefits, the most recent CRA tax assessment. 		
<p>2. Piikani Nation Finance department and Piegan REA Ltd.</p> <ul style="list-style-type: none"> • Allow PHA to contact Piikani Nation Finance department and Peigan REA LTD on your behalf. To confirm your in good standing. (Contacting departments will confirm that you will not run into any road blocks when connecting power or have financial strain, with repaying debts with the nation). 		
<p>3. Written Credit Report (e.g./ Equifax, TransUnion).</p> <ul style="list-style-type: none"> • Confirmation of your credit score from an accredited credit reporting agency. • Information on how to obtain a credit report is attached to this checklist. • The report must be dated within 30 days of the date of your application. <p>Note: This is NOT mandatory. This is to help your application stand out. PHA looks at the credit rating, not the credit score.</p>		
<p>4. Letter of reference: Current Landlord (Where applicable)</p> <ul style="list-style-type: none"> • Confirmation of your tenancy history. • The Form must be dated within 30 days of the date of your application. 		
<p>5. Letter of Reference: Character Reference</p> <ul style="list-style-type: none"> • From a person with a professional title (Please include in the letter how they know the applicant; include contact information). • CANNOT be from friend or relative. 		
<p>6. Letter confirming Disability</p> <ul style="list-style-type: none"> • Where a household member has a disability that will impact their access to/use of facilities, a letter from a certified medical professional to confirm disability. • The letter must be dated within 30days of the date of application. 		
<p>Questions? If you have any questions, please contact Piikani Housing Authority at 587-788-0719</p>		



Piikani Housing Authority Social Housing Application

Piikani Housing Department Use Only		
Date Received: By hand <input type="checkbox"/> By mail <input type="checkbox"/>	Recorded:	Processed by:
Application Completed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Confirmation to Applicant:
Details:		Date: Method:
Application eligible? Yes <input type="checkbox"/> No <input type="checkbox"/>		Notes:
Details:		
Selection Committee Review		
Review Date:	File #:	
Application Selected? Yes <input type="checkbox"/> No <input type="checkbox"/>		Confirmation Letter sent to applicant:
Details?		Date: Method:
Applying for:	Rental: <input type="checkbox"/>	New House: <input type="checkbox"/>

Date of Application _____ MM/DD/YY

Applicant (Head of Household)

Full Name: _____

Mailing Address: _____

Email Address: _____

Phone #: _____ Work/Cell #: _____

Treaty #: _____

Emergency Contact: _____ Phone #: _____

Co-Applicant/Spouse

Full Name: _____

Mailing Address: _____

Email Address: _____

Phone #: _____ Work/Cell #: _____

Treaty #: _____

Emergency Contact: _____ Phone #: _____



Household Composition: List all members including applicant (head of household), who will be residing in the unit.

Name of Applicant/Co-applicant/Dependents and all household members:	Gender F/M	Birth Date: MM/DD/YY	Age	Relationship to Applicant
1.				
2.				
3.				
4.				
5.				
6.				

*If the applicant is expecting a child please state a due date: _____ MM/DD/YY

*Expected Child: (Letter from Doctor is required for confirmation).

Pet(s)	
Do you currently have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please note that only certain Piikani Housing Authority Units allow pets. This is subject to prior approval from Tenant Relations Officer.</i>
If you currently own a pet, what kind? _____	

Disabilities

Please list any member of your household that has a disability. This means a physical disability (e.g./ any type of physical disorder, injury, disability or handicap) that substantially limits or impedes normal physical functioning. For each person listed below, a letter from a certified medical practitioner dated within 30 days of your application must be attached to the application.

Name:	Describe the disabled needs to be met (e.g., ramp, disabled access bathroom facilities).

Information on your Current Home

A	Do you:	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other, please describe:
	How much is your monthly housing payment (i.e., rent)? Is this payment made:	<input type="checkbox"/> \$ _____ <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Other, please describe:
	Does your housing payment include heat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does your housing payment include electricity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you sharing any part of your current dwelling with people not applying on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you received an eviction notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what date?
B	Check which of these that applies	No. of Bedrooms
	I/we live full-time in a house, apartment or townhouse	
	I/we live full-time with family or friends (other than spouse of partner).	
	I/We do not have full-time accommodation	

Annual Household Income

Please complete the chart below for every adult member of the household in the same order as the names listed under Household Composition of this application form. Please include proof of income with your completed application, as noted below.

	Source of income	1	2	3	4	5	6	Total:
1.	Annual Salary, wages, part-time earnings (attach 3 most recent pay stubs or Canada Revenue Agency CRA assessment)							
2.	Employment insurance benefits (attach most recent payment stub or CRA assessment).							
3.	Child tax benefit, workers comp., other benefits (attach most recent payment stub or CRA assessment)							
4.	Income assistance (attach confirmation from social development)							
5.	OAS, CPP, disability pension, veterans' allowance (attach most recent CRA assessment)							
6.	Self-employed or seasonally employed earnings (attach most recent CRA assessment).							
Total Income from all sources								

Assets – Enter the total amount for all household members on the applications		
Assets	Total Value	
Property Owned	Present Value	Mortgage
	\$	\$
Cash/Money in Bank	\$	
Investments income (RRIF/RRSP/TFSA/LIRA)	\$	
Stocks and Bonds	\$	
Other (Please Specify):	\$	
Social Services Information (If applicable)		
Social Workers Name: _____ Phone: _____		

Employment

List all Jobs or Positions held during the past 12 months, beginning with the most recent employer

Applicant (Head of Household) Name:

Employers Name/School	Address	Phone #	Employment Dates	Hrs./wk.	Rate of Pay \$
1.					
2.					

Co-applicant/Spouse Name:

Employers Name/School	Address	Phone #	Employment Dates	Hrs./wk.	Rate of Pay \$
1.					
2.					

Other working Household Members Name:

Employers Name/School	Address	Phone #	Employment Dates	Hrs./wk.	Rate of Pay \$
1.					
2.					

References

Two reference letters must be attached before this application will be considered.

Landlord Name:	Character Reference Name:
Address:	Address:
Phone #:	Phone #:

APPLICANT DISCLOSER FORM

Applicant Name: _____ Date of Birth (MM/DD/YY): _____

Co-Applicant Name: _____ Date of Birth (MM/DD/YY): _____

I/we hereby authorize Piikani Housing Authority to use and disclose my personal information from my client file, Piikani Housing Authority and any Persons, Agencies or Service Providers list below:

Example: Landlords, Case Worker, Employers, References, Piikani Administration & Piegan REA Ltd.

I/we understand the reasons for sharing and use of information as described, that my/our consent is voluntary, and failure to provide consent will not result in any adverse decisions about my rights, benefits or services, other than limiting the ability of communicating and verifying the information listed in my/our file.

I/we also understand I/we have been asked to disclose my person information, and have been informed of the risks and benefits of consenting, or refusing to consent, to such disclosure. I/we, further understand I/we may revoke this consent at any time and **MUST** be in writing.

Date and effective as of (MM/DD/YY): _____

Signature of applicant: _____ Print Name: _____

Signature of co- applicant: _____ Print Name: _____

Signature of Witness: _____ Print Name: _____



ACKNOWLEDGEMENT AND UNDERSTANDING

I/We Understand that this application does not constitute an agreement on part of Piikani Housing Authority or staff, to provide me with rental accommodations.

I/We hereby authorize Piikani Housing Authority to make any inquires to verify the facts contained herein by any method Piikani Housing Authority deems necessary, being fully aware that **discovery of any false statement shall cancel any further consideration of my/our application.**

I/We further acknowledge the right of the Piikani Housing Authority at any time prior to the execution and delivery of a lease herby applied for, to withdraw, revoke, or cancel without penalty of liability for damage of otherwise, any acceptance or approval of this application previously made or given.

I/We further agree that I/we will update my application within a three-month timeline. I/we understand that I/we have an obligation to advise the Piikani Housing Authority, in writing of any changes in mailing address, telephone number, Household composition, gross income, assets, or employment as they occur.

Applicant Name:

Date (MM/DD/YY)

Signature:

Witness:

Co-Applicant Name:

Date (MM/DD/YY)

Signature:

Witness:





Piikani Housing Authority



HOW TO OBTAIN A CREDIT REPORT

If you are selected to rent a Piikani Housing Authority rental unit, you will be required to pay monthly rent and other housing costs such as heat and power. The purpose of obtaining a written credit report is to confirm your payment history with respect to other debts (i.e., whether you have made payments on accounts on time/as agreed).

A credit report will show the type of credit you are using and how you have made your payments. For each payment account that is on record, the credit report will note a letter followed by a number to confirm how you have made payments. Here is an example:

A Letter to show the type of credit your using	A number to show how you have made your payments
I – Instalment credit (making regular payments e.g., car loan)	1 – Paid within 30 days of billing
O – Open credit to borrow money when you need to (e.g., cell phone)	2 – Late payment (usually pays within 31 to 59 days)
R – Recurring credit up to a specific limit (e.g., credit card)	3 – Late payment (payment 60 to 90 days late and so on..)
M – Mortgage	9 – The debt was written off as bad debt, sent to a collection agency or bankruptcy.

For example, if your credit shows:

R1 – you have a recurring credit amount (e.g., credit card) and payments have been made within 30 days of billing

R2 – you have a recurring credit account and payments have been made within 31 to 59 days of billing.

R3 – you have recurring credit account with payments made 60 to 90 days late.

R9 – you have a recurring credit account and you have been contacted by a collection agency for payment.

The credit report will independently demonstrate to the housing department your track record in meeting your payment obligations in the past. If you don't have a credit history, this will be noted on the credit report and means that this item will not be considered when reviewing your application.

Hot to Obtain a Credit Report:

There are two accredited reporting agencies that provide a free written report (it is mailed to you within 2 weeks):

- Equifax Canada, <https://www.consumer.equifax.ca> 1-800-871-3250
- TransUnion Canada, <https://www.transunion.ca> 1-800-663-9980

You may contact any accredited credit reporting agency in Canada. Be sure to do your research before providing a company with your personal information and read the terms of use and privacy policy to know how your information will be used and stored. Some companies may offer free credit scores in an attempt to get you to share your personal information and financial information. Always check to see if a website is secure before providing any of your personal information. A secure website will start with "https" rather than "http". You may pay a fee to order your credit report online if you want to see it right away. Ordering your own credit report does not impact your credit score.

The government of Canada offers advice on getting credit report at <https://www.canada.ca/en/financial-consumer-agency/services/credit-reports-score/order-credit-report.html> The website includes important information about ordering a credit report, errors to watch for in your credit report, how to check your credit report for fraud, etc.