

APPLICATION PACKAGE FOR:

**BOW VALLEY REGIONAL HOUSING
SENIORS' SELF-CONTAINED HOUSING PROGRAM**

This program offers subsidized housing for independent, low-income senior citizens of 65 years of age or older. These residences include a full kitchen and bath, a bedroom and a living room. Rent is geared to income, being set at a rate of 30% of resident gross income. Rental fees and provincial subsidies fund this program.

Please use a checkmark to indicate which program you are applying for:

- Mount Edith House in Banff, Alberta
- Bow River Homes in Canmore, Alberta

Please submit your completed application package to our office at

Bow Valley Regional Housing (in Bow River Senior's Lodge)
920 Fairholme Drive
Canmore, Alberta T1W 1W1

Please use a checkmark to indicate you have included all necessary documents with your package:

- Income Verification: all income summaries (pay stubs, etc.) for the past 3 months
- Most recent Notice of Assessment from Canada Revenue Agency
- A copy of your current lease/tenancy agreement
- "Need to Reside" authorization from Parks Canada if applying to live at Mount Edith House.

Please note we may request further income verification and/or residency documentation from you during the application process.

Our application package includes a Statutory Declaration. A statutory declaration is a written statement declared to be true in the presence of a Commissioner for Oaths. The declaration in this package refers to the accuracy of your identity, income and all the other information you have provided within this package. We have three Commissioners in our office that will be happy to help you complete these declarations at no charge. Please note that these declarations must be sworn by you in person at our offices unless you use another Commissioner for Oaths.

Please contact us by email to jennifer.comighod@bvrh.ca or by phone to (403) 678-5922 if you require more information or assistance.

Information is being collected under the Authority of *Social Housing Accommodation* and *Alberta Housing Act*, and will be used to assess your eligibility for our program; it will also be used to establish your priority rating score, which is used to measure our applicants' levels of need. Your personal information will be maintained confidentially in a locked storage file with restricted access. This information is being collected and protected in accordance with the *Privacy Provisions of the Freedom of Information and Protection of Privacy Act*.

Bow River Homes / Mount Edith House Application Package

The Alberta Housing Act assigns responsibility for the day-to-day operation of seniors' and social housing programs to local housing management bodies. Bow Valley Regional Housing is the provincially appointed housing management body for the Bow Valley. Our member municipalities include: Town of Canmore, Town of Banff, Municipal District of Bighorn No.8, Banff Park Improvement District and Kananaskis Improvement District. Each member municipality is represented on our Board of Directors.

The mandate of Bow Valley Regional Housing is to operate the provincially owned housing portfolio in adherence to the Alberta Housing Act and all related legislation and regulations. Our primary purpose is to administer and maintain a portfolio of affordable and adequate housing accommodations, in an unbiased manner for the benefit of Albertans to whom the various social housing programs are targeted i.e. low-income senior citizens and families in high need of housing. We currently manage the following programs: *Community Family Housing; Seniors' Lodges; Seniors' Self-contained Housing, and Direct Rent Supplement.*

Seniors Self-contained Housing Program – BVRH operates 62 apartment-type units in Banff/Canmore. From the *Alberta Housing & Urban Affairs* website:

This program provides apartment type accommodation to low and moderate-income seniors who are functionally independent with or without the assistance of existing community based services. A tenant's rent, which includes heat, water and sewer expenses, is based on 30 percent of a household's adjusted income. The tenant is responsible for electricity, telephone and cable television, as well as any additional services they may request i.e. parking.

The province owns most apartments under this program, and any operating deficits are fully funded by the province through an annual budget review process. Management and tenant selection are delegated to the local housing operators.

Senior citizens whose income falls below local limits (Income Threshold) and who are functionally independent, with or without the help of existing community-based services are eligible. Applicants are prioritized on the basis of need.

Applicants to BVRH Seniors' Self-contained Housing:

- Receive priority if they are low-income seniors.
- Must be 65 years of age or older. However, in the event of sustained vacancies we will consider application from functionally independent adults younger than 65 years.
- Must be Canadian citizens, permanent residents of Canada, or refugees sponsored by the Government of Canada.
- Must be unable to acquire or maintain adequate or suitable accommodation.
- Must have a total household income below the relevant Income Threshold.
- Must prove "Eligible Residency" through Parks Canada if applying to reside at Mount Edith House in Banff.

Once you have completed the attached application please return it to the Bow Valley Regional Housing office at Bow River Lodge (920 Fairholme Drive). You must also include:

- A copy of your current lease**
- Latest income tax return/T451 Notice of Assessment**
- Last 3 months of income verification such as pay stubs, income support stubs, etc.**
- Applicants for Banff residency must provide proof of residential eligibility (Need to Reside) from Parks Canada**

Application For Accommodation – Please Read Carefully

I understand that this application does not constitute an agreement on the part of Bow Valley Regional Housing, or its agents, to provide me with rental accommodation.

I further acknowledge the right of Bow Valley Regional Housing at any time prior to the execution and delivery to me a lease, to withdraw, revoke, or cancel without penalty or liability for damage or otherwise, any acceptance or approval of this application previously made or given. I hereby authorize Bow Valley Regional Housing to make any inquiries it deems necessary and acknowledge that discovery of any false statement shall cancel any further consideration of my application.

I further agree that I am obliged forthwith to advise the Bow Valley Regional Housing, in writing, of any change in family composition, gross income, assets, employment, or change of address should they occur. False statements may be prosecuted to the full extent of civil or criminal law, at the discretion of the Bow Valley Regional Housing.

Applicant Signature

Witness Signature

Date

Statutory Declaration: Verification of identity and statements

Canada)

In the matter of this application

Province of Alberta)

for dwelling accommodation

I, _____ of the town of _____ in the Province of ALBERTA,
do solemnly declare as follows:

1. That I am the applicant on the said application.
2. The statements made by me in the said application are to the best of my knowledge, information and belief, full and true in all respects.

And I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the “Canadian Evidence Act”.

Applicant Signature

Declared before me at the Town of _____ in the Province of Alberta, this _____ day of _____, 20____.

Signature of A Commissioner for Oaths in and for the Province of Alberta Whose Commission expires on

_____, 20_____.

Printed Name of Commissioner For Oaths



Phone: (403) 678-5922

Fax: (403) 678-3364

Email: info@bvrh.ca

(CONFIDENTIAL)

PLEASE PRINT – ANSWER ALL QUESTIONS

1. Applicant's Name: _____
(Last) (First)

Home Phone: _____ Business Phone: _____

Email: _____ Date of Birth: _____

Alberta Health Care No.: _____ SIN#: _____

2. Spouse's Name: _____
(Last) (First)

Alberta Health Care No.: _____ SIN#: _____

3. Marital Status: Married _____ Widowed _____ Single _____ Divorces _____
Separated _____ Adult Interdependent Relationship _____

If adult interdependent relationship or separated, state how long _____

4. List all persons, including yourself, who will be living with you.

Last Name	First Name	Relationship	Birth Date	Occupation

Is any member above physically handicapped? If yes, specify _____

5. Area all persons listed above Canadian Citizens? No _____ Yes _____

If no, provide copies of immigration papers for persons who are not Canadian Citizens.

6. Present Address: _____
(Apartment / Street / PO Box) (Municipality) (Postal Code)

Mailing Address (if different from above): _____



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7. If you receive Social Assistance, please state the name and office address of your Social Worker.

Name: _____ Address: _____

8. Monthly Income	Applicant \$	Spouse \$
Old Age Security and Guaranteed Income Supplement	_____	_____
Alberta Assured Income Supplement	_____	_____
Spouse Allowance	_____	_____
Canada Pension Plan	_____	_____
Company Pension	_____	_____
War Veterans Allowance	_____	_____
War Disability Pension	_____	_____
Employment Income	_____	_____
Social Assistance	_____	_____
Other Income: Specify _____	_____	_____
_____	_____	_____
TOTAL:	_____	_____

ASSETS: Please list all investments / assets and interest / income derived from investments such as stocks, bonds, term deposit, bank accounts, real estate, etc.

INVESTMENTS / ASSETS (Type)	INTEREST / INCOME	
_____	Yearly \$ _____	Monthly\$ _____
_____	Yearly \$ _____	Monthly\$ _____
_____	Yearly \$ _____	Monthly\$ _____
TOTAL:	Yearly \$ _____	Monthly\$ _____

Note: All incomes must be verified upon acceptance as a tenant.

9. Do you own or rent present accommodation? Own _____ Rent _____

Present rent or house payment is \$ _____ per month, plus \$ _____ for heat,
 \$ _____ for electricity, \$ _____ for water & sewer.



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10. If renting, name of present landlord: _____
 Address: _____
 Telephone: _____
 Name of previous landlord: _____
 Address: _____
 Telephone: _____

11. Is your present accommodation a: House _____ Townhouse _____ Apartment _____
 Rooming House _____ Hotel/Motel _____ Other _____

12. Rooms in your present accommodation: Kitchen _____ Living Room _____ Dining Room _____
 Number of bathrooms _____ Number of Bedrooms _____

13. Do you share any part of the accommodation with anyone other than those listed in question #4?
 No _____ Yes _____ If yes, how many other person? # adults _____ # children _____
 Which parts of the accommodation are shared? _____
 If you do not pay rent, do you contribute financially? No _____ Yes _____
 If yes, specify _____

14. Do you have a pet? No _____ Yes _____ If yes, specify _____

15. Why do you wish to move from your present accommodation? _____

16. Provide the following information on all vehicles.

_____	_____	_____	\$ _____
Make & Model	Year	License Plate #	Loan outstanding?
_____	_____	_____	\$ _____
Make & Model	Year	License Plate #	Loan outstanding?



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17. List any outstanding loans, debts, etc. for you and/or your spouse:

_____	_____	\$ _____
Name of Creditor	Account No.	Amount Owing?

_____	_____	\$ _____
Name of Creditor	Account No.	Amount Owing?

18. Next of kin: _____ Relationship: _____

Phone Number: _____ Address: _____
(other than persons listed above)

19. Executor: _____ Relationship: _____

Phone Number: _____ Address: _____

20. Estimated value of household belongings, furniture, appliances, etc. \$ _____

21. Please detail any physical disabilities you may have: _____

22. Please provide any other information you may feel is relevant to your application:

23. By what means have you heard of the Bow Valley regional Housing?

24. Have you or a co-applicant above, leased accommodation from Bow Valley Regional Housing in the past?

Yes _____ No _____ If yes, please complete the following:

Leased Address: _____

Period of Occupancy from: _____ to: _____