

BVRH Program Summaries

Community Family Housing

- This program is designed for low-income households with dependent children under the age of 21.
- The program has two-bedroom, three-bedroom and four-bedroom properties, some in townhouses and some stand-alone properties. Applicants are approved for a specific size of accommodation based upon the family composition.
- Rent is set at 30% of gross household income (excluding Alberta income supports such as the Canada child benefit).
- Stoves and fridges are provided in each unit.
- Electricity, TV and internet are not included in the rent. Tenants must bring their own window coverings and washer and dryer, but there are washer and dryer hook ups in each unit.
- Eligibility is determined by a *point score* system which measures the priority of need. Housing is then allocated to the applicant with the highest point score. If there is no housing available, applicants will be placed on a waitlist.
- Points are awarded based on an applicant's circumstances, such as number of dependents, percentage of income going to rent, certain emergency situations – such as risk of homelessness, accessibility challenges, unsafe accommodation and utility responsibility.
- No pets are allowed, however service and therapeutic animals may be considered.

Rent Assistance Benefit

- This is a Provincial program that provides eligible households with a supplement of up to \$725 per month. This is to offset the difference between a household's rent and an amount equal to 30% of their gross income.
For example, a household that earns \$1,500 per month but pays \$800 per month in rent may receive \$350 as a monthly supplement. (\$800 – (30% of \$1500) = \$350).
- Eligibility is determined by a *point score* system which measures the priority of need. If there is no space on the program, applicants will be placed on a waitlist.
- Points are awarded based on an applicant's circumstances, such as number of dependents, percentage of income going to rent, certain emergency situations – such as risk of homelessness, accessibility challenges, unsafe accommodation and utility responsibility.
- Residents of social housing accommodation are not eligible for this program.



Community Housing and Rent Assistance Benefit

Program Eligibility

Community Family Housing

To be eligible for the Community Family Housing program, you must meet ALL the criteria below:

- ☐ Be a Canadian citizen, permanent resident of Canada or have applied for permanent residency in Canada.
- ☐ Have lived in the Bow Valley for at least the last 6 months
- ☐ Have a total gross family income below the maximums in the table at the bottom of this page, as per line 15000 of your last Notice of Assessment. *If your circumstances have changed following the last notice of assessment, we can use the previous 3 months income to calculate an estimated annual amount.*

Rent Assistance Benefit

To be eligible for the Rent Assistance Benefit, you must meet ALL the criteria below:

- ☐ Be a Canadian citizen, permanent resident of Canada or have applied for permanent residency in Canada.
- ☐ Be renting a property in the Bow Valley with a current lease
- ☐ Have a total gross family income below the maximums in the table below, as per line 15000 of your last Notice of Assessment. *If your circumstances have changed following the last notice of assessment, we can use the previous 3 months income to calculate an estimated annual amount.*

Residents of social housing accommodation are not eligible for this program.

Income Thresholds

Unit Size*	Canmore Income limit**	Banff Income limit**
1 Bedroom Property	\$73,500	\$76,000
2 Bedroom Property	\$99,000	\$86,500
3 Bedroom Property	\$115,000	\$90,000
4+ Bedroom Property	\$133,500	\$125,500

*Applicants are approved for a property with a certain number of bedrooms based upon the family composition. This determines unit size and is not linked to the applicant's current residence.

**Income thresholds are set by the Province of Alberta and updated every year.



Community Housing and Rent Assistance Benefit

Application Process

Follow the steps below to apply for our Community Housing and/or Rent Assistance Benefit Programs

1. Check the eligibility criteria to confirm you are eligible for the program
2. Complete the application form
3. Gather the documents below, we can photocopy them at the BVRH office if required.
4. Sign the statutory declaration form witnessed by a commissioner of oaths, this can be done at the BVRH office free of charge. *All applicants are required to sign a statutory declaration stating all the information provided is truthful and accurate.*
5. Sign the child custody declaration form (if applicable), this can be signed and witnessed by a commissioner of oaths at the BVRH office free of charge.
6. Drop the form off at the BVRH office (please come to the reception at the seniors lodge) or mail/ email it, addresses below:

Bow Valley Regional Housing
920A Fairholme Drive
Canmore AB, T1W 1W1
403 678 5922 | info@bvrh.ca

BVRH will contact you once the application is processed to confirm if you are eligible. If the program is full, you will be placed on a waitlist, your position on the waitlist will depend on the points you have been allocated due to your circumstances. **Please contact us if you have any questions about the program, application process or eligibility.**

Document Checklist

- ☐ Completed application form.
- ☐ Signed statutory declaration form (can be signed and witnessed by a commissioner of oaths at the BVRH office)
- ☐ Signed child custody form *if applicable* (can be signed and witnessed by a commissioner of oaths at the BVRH office)
- ☐ Most recent Notice of Assessment from the CRA (for each applicant over 18)
- ☐ Income verification – Proof of income for the last 3 months (pay slips, bank statements etc)
- ☐ Proof of residency in the Bow Valley for the last 6 months – required for the community housing program
- ☐ Copy of current lease – required for the RAB program
- ☐ Proof of Canadian Citizenship or Permanent Residency in Canada
- ☐ Government issued photo ID
- ☐ Any other documentation relating to your circumstances that could be relevant (doctors notes, notice of eviction etc)



Community Housing and Rent Assistance Benefit

Personal notes for applicant (not part of application)



Community Housing and Rent Assistance Benefit

Application Form

I would like to apply for the:

☐ Community Housing Program

☐ Rent Assistance Benefit Program (RAB)

1. General Information

Applicant 1	Applicant 2 (If applicable)
Name:	Name:
Phone #:	Phone #:
Email:	Email:
Date of Birth:	Date of Birth:
Driver License #:	Driver License #:
Alberta Health Card #:	Alberta Health Card #:
SIN #:	SIN #:
Are you a Canadian Citizen? Yes ☐ No ☐ Please provide proof of Canadian citizenship. Or a copy of your PR Card.	Are you a Canadian Citizen? Yes ☐ No ☐ Please provide proof of Canadian citizenship. Or a copy of your PR Card.

2. Household Composition

Please list all other people who will be living with you

Last name	First name	Relationship to applicants	Date of birth	Occupation or school grade

Are any members of your household physically handicapped? No ☐ Yes ☐ Please specify _____

Is a baby expected in your household? No ☐ Yes ☐ Please give estimated due date _____

3. Current Property

Property Address:	Mailing address (If different from property address):
Monthly rent or mortgage payment: \$ _____ Do you pay for: ☐ Heat ☐ Electricity ☐ Water / sewer If you don't pay rent do you contribute financially? No ☐ Yes ☐ How much do you contribute \$ _____ please give details _____	

Community Housing and Rent Assistance Benefit

Is your current accommodation: ☐ Rented ☐ You own it ☐ Other <i>Please specify</i> _____	
If rented please give the landlord details below	
Current Landlord: Name: Address: Phone number: Email:	Previous Landlord: Name: Address: Phone number: Email:
Is your current accommodation shared with anyone other than the applicants or people listed in Section 2: No ☐ Yes ☐ If yes, please specify Number of children _____ Number of adults _____ Amount they contribute financially _____ Relationship _____	
Do you have a pet? No ☐ Yes ☐ <i>Please specify</i> _____	
Why do you want to move from your current accommodation?	

4a. Income - Employment

Please list all income received from employment

Applicant 1	Applicant 2 (If applicable)	Other household member (if applicable)
Current employer:	Current employer:	Current employer:
Gross monthly pay:	Gross monthly pay:	Gross monthly pay:
Hourly wage:	Hourly wage:	Hourly wage:
Hours per week:	Hours per week:	Hours per week:
Current employer(2):	Current employer(2):	Current employer(2):
Gross monthly pay:	Gross monthly pay:	Gross monthly pay:
Hourly wage:	Hourly wage:	Hourly wage:
Hours per week:	Hours per week:	Hours per week:

Community Housing and Rent Assistance Benefit

4b. Income - Other

Please list all other sources of income, such as EI, student grants, Alberta works, child support, pensions, self employment ...

Applicant 1	Applicant 2 (If applicable)	Other household member (if applicable)
Income source:	Income source:	Income source:
Gross monthly amount:	Gross monthly amount:	Gross monthly amount:
Income source:	Income source:	Income source:
Gross monthly amount:	Gross monthly amount:	Gross monthly amount:
Total gross monthly income from section 4a and 4b: \$ _____	Total gross monthly income from section 4a and 4b: \$ _____	Total gross monthly income from section 4a and 4b: \$ _____

5a. Assets - Savings

Please list all savings accounts, stocks, bonds, RRSPs, investments etc

Applicant 1	Applicant 2 (If applicable)	Other household member (if applicable)
Description:	Description:	Description:
Amount:	Amount:	Amount:
Description:	Description:	Description:
Amount:	Amount:	Amount:
Estimated total value of household belongings (furniture, appliances etc) \$ _____		

5b. Assets - Vehicles

Please provide information on all vehicles owned by the household

Vehicle 1	Vehicle 2
Make & Model:	Make & Model:
Year:	Year:
License Plate:	License Plate:
Loan Outstanding? \$ _____	Loan Outstanding? \$ _____

5c. Assets - Loans

Please list any outstanding loans or debts

Applicant 1	Applicant 2 (If applicable)	Other household member (if applicable)
Name of creditor:	Name of creditor:	Name of creditor:

Community Housing and Rent Assistance Benefit

Amount:	Amount:	Amount:
Name of creditor:	Name of creditor:	Name of creditor:
Amount:	Amount:	Amount:

6. History

Have any of the applicants ever leased a property from BVRH before? No ☐ Yes ☐

If yes, please complete the following:

Leased address _____ From _____ to _____

7. Next of Kin

Next of kin:	Address:
Phone Number:	Relationship:

8. Additional Information

Please indicate below how you would rate your stress/anxiety around your current housing situation or the challenges of finding suitable housing in the Bow Valley.

- ☐ Extreme stress/anxiety
- ☐ A lot of stress anxiety
- ☐ Significant stress /anxiety
- ☐ Some stress/anxiety
- ☐ No stress/anxiety at all

Please indicate below how you would rate the likelihood of securing safe and appropriate housing within your budget without BVRH assistance, given the current housing and cost of living challenges in the Bow Valley

- ☐ Extremely unlikely
- ☐ Very unlikely
- ☐ Very difficult
- ☐ Challenging
- ☐ Somewhat troublesome

Please check any of the boxes below which apply to your household, please give details on the following page if necessary.

- ☐ Indigenous people
- ☐ Youth exiting government care
- ☐ People with disabilities
- ☐ Veterans
- ☐ Women & children fleeing violence
- ☐ Recent immigrants or refugees
- ☐ People at risk of homelessness or transitioning out of homelessness supports
- ☐ Racialized groups
- ☐ People dealing with mental health and addiction
- ☐ LGBT2S+ People



Community Housing and Rent Assistance Benefit

Please indicate any other related information you wish to provide, such as the condition of your present accommodation or special family circumstances. *Please use an additional page if necessary.*

9. Acknowledgement

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 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 Bow Valley Regional Housing.

Applicant 1 Signature

Applicant 2 Signature

Date



Community Housing and Rent Assistance Benefit

Statutory Declaration

Verification of identity and statements

In the matter of this application for dwelling accommodation

I, _____ of the town of _____ in the Province of Alberta, Canada 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



Community Housing and Rent Assistance Benefit

Statutory Declaration: Child Custody

IN THE MATTER of Child Custody:

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

1. That I am the person named and that I have 100% custody of my children. _____
2. That I am the person named and that I have part time custody of my children. _____
Percentage custody _____

That the statements made by me regarding the custody of my children is full and true in all respects. Should there be any changes in this I will notify the Bow Valley Regional Housing Authority within two (2) weeks in writing.

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

Declared before me at the _____ }
Of _____ }
Declarant

in the Province of Alberta, this _____ }

day of _____ , 20 _____ }

A Commissioner for Oaths in and for the Province of Alberta

Printed Name of Commissioner for Oaths

My Appointment expires on _____
Day / Month / Year