Bow Valley Regional Housing
Seniors Self-Contained Housing Program

Program Summary

- 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. Rental fees and provincial subsidies fund this program
- Rent is set at 30% of gross household income and includes heat, water and sewer expenses. There are shared washers and dryers in each building and a communal area.
- Electricity, phone connection, internet, TV packages, contents and liability insurance and any other additional services required are the responsibility of the tenant. Parking spaces can be rented at an additional cost.
- 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 percentage of income going to rent, utility responsibility and certain emergency situations – such as risk of homelessness, accessibility challenges or unsafe accommodation.
- There are 62 apartment style units, located in Banff and Canmore. They each have one bedroom, a small kitchen and dining/living room.
- No pets are allowed, however service and therapeutic animals may be considered.

Program Eligibility

To be eligible for seniors self-contained housing, you must meet ALL the criteria below:

- ☐ Must be 65 years of age or older. *However, in the event of sustained vacancies we will consider applications from adults younger than 65 years.*
- ☐ Be functionally independent with or without the assistance of existing community based services.
- ☐ Be a Canadian citizen, permanent resident of Canada or have applied for permanent residency.
- ☐ Have lived in the Bow Valley for at least the last 6 months.
- ☐ Have a total gross household 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.*

Mount Edith House (Banff)	Bow River Homes (Canmore)
Income Limit*	**Income Limit***
$76,000	$73,500

***Income limit is reviewed annually**

Application Process

Follow the steps below to apply for our Seniors Self-Contained Housing Program

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. 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)**
- ☐ **Need to reside form from Parks Canada – *Required for Mount Edith House (Banff) applications.***
- ☐ **Most recent Notice of Assessment from the CRA (for each applicant)**
- ☐ **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**
- ☐ **Copy of current lease, *if applicable***
- ☐ **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)**

BOW VALLEY
REGIONAL HOUSING

Seniors Self-Contained Housing

Application Form

I would like to apply for senior self-contained housing in:

☐ **Bow River Homes (Canmore)** ☐ **Mount Edith House (Banff)**

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.*
Are any members of your household physically handicapped? No☐ Yes☐*Please give details below* _____ _____	

2. Current Property	
Property Address:	Mailing address (*If different from property address):*
Is your current accommodation: ☐ Rented ☐ You own it ☐ Other *Please specify*_____	
Monthly rent payment (*If applicable)*: $_____ Do you pay for:☐ Heat ☐ Electricity ☐ Gas ☐ Water / sewer If you don't pay rent do you contribute financially? No ☐ Yes ☐ How much do you contribute $_____ please give details_____	
If renting 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: No☐ Yes☐
If yes, please specify Number of children _____ Number of adults _____
Amount they contribute financially _____
Relationship_____

Do you have a pet? No☐ Yes ☐ *Please specify*_____

Why do you want to move from your current accommodation? *Please use an additional page if necessary.*

3. Income

Please list all sources of income, such as employment, pension, self employment , seniors benefit…

Applicant 1	**Applicant 2 (If applicable)**
Income source:	Income source:
Gross monthly amount:	Gross monthly amount:
Income source:	Income source:
Gross monthly amount:	Gross monthly amount:
Income source:	Income source:
Gross monthly amount:	Gross monthly amount:
Total gross monthly income: **$_____**	**Total gross monthly income:** **$_____**

4. Assets – Savings and Investments

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

Applicant 1	**Applicant 2 (If applicable)**
Account/ investment description:	Account/ investment description:
Amount:	Amount:
Account/ investment description:	Account/ investment description:
Amount:	Amount:

Estimated value of the property you own (if applicable) $_____

5. 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 _____

6. Next of Kin	
Next of kin:	Address:
Phone Number:	Relationship:

7. 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 ☐ People with disabilities ☐ Veterans ☐ Women fleeing violence ☐ Recent immigrants or refugees (arrived in Canada within the last 5 years) ☐ People at risk of homelessness or transitioning out of homelessness supports ☐ Racialized groups ☐ People dealing with mental health and addiction ☐ LGBT2S+ People	
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.*	

8. 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

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