



Please ensure that all of the boxes are checked prior to returning your application. It is very important that **all** of the information listed below is attached to your application so that we are able to accept and process it as quickly as possible. **Please call if you have questions.**

	Application	Complete the entire application booklet including the Additional Information page . All adult members must sign the application.
	Rental History	Please provide references from your 2 most recent landlords.
	Income Tax Return	All adult members must provide a copy of their most recent Income Tax Return and Notice of Assessment OR Proof of Income Statement (Option C) which can be obtained by calling Canada Revenue Agency at 1-800-959-8281 (press 2, then press 1). Note: You should have your SIN#, date of birth and your total income on line 150 from your last return). If you have not filed your Income Tax, please indicate that on your application before submitting.
	Income	All adult members must provide the last 3 months pay stubs, cheque stubs from PT/TEA/SAID or Social Assistance, Student Loan, Band Funding, EI and/or documentation of any other income received. For senior applicants receiving pension, please provide confirmation of your most current OAS and/or CPP benefit amounts by calling Service Canada at 1-800-277-9914 to request for your current rate letter. (Press "1", then press "0" to speak to a representative)
	Housing Supplements/ Employment Supplements/Canadian Child Tax Benefit	Provide verification if you are receiving: Saskatchewan Rental Housing Supplements, Disability Housing Supplements, Employment Supplements or CCTB.
	Status	If you are not a Canadian citizen, all members of the family must provide copies of their permanent resident cards (front & back) along with any and all documentation pertaining to immigrant status. *All members of the family MUST be in Canada in order to apply.

If you have rented from Regina Housing Authority or any other Housing Authority in the past, your account must be in good standing in order for your application to be approved.
If you have any questions or concerns, please contact the office at 306-525-2377 (Option 2).



Housing Application

About Housing

Saskatchewan Housing Corporation (SHC) offers affordable housing for seniors, families and individuals with low to moderate incomes, and people living with disabilities. People in greatest need of housing are SHC's priority. Rent is based on a tenant's household income or is fixed at an affordable rate.

Housing is available in about 270 communities across Saskatchewan and is managed by local housing authorities. Housing is available to people who are:

- Able to live independently with or without community supports; and
- Legally allowed to reside in Canada (Canadian citizen, permanent resident, refugee claimant, temporary resident with current work or study permit)

Some communities have fully accessible units for people with disabilities.

For emergency shelter, contact the shelters in your community. If you require information about emergency shelters, you can visit sk.211.ca, text "Hello" to 211, or call 211.

Applying for Housing

This package includes a checklist of additional documents that might be required to support your application. Your local housing authority can provide direction about which documents you will need to submit.

After reviewing your application, the housing authority will call you for an interview to fully assess your need for housing and understand your housing preferences.

The information you provide in this application is protected by *The Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act*.

If you have any questions or would like more information, contact your local housing authority.



Saskatchewan
Housing
Corporation



CMHC SCHL

Document Checklist

Your housing authority will let you know which of these documents are required for your application.

Residency Information

If you are NOT a Canadian citizen, provide copies of documents pertaining to immigration status:

- Permanent Resident Card (front and back)
- Refugee Protection Claimant Document
- Notice of Decision
- Work Permit and/or Study Permit

Rental References

If required by your housing authority, provide:

- Completed rental reference forms (available from the housing authority) for the applicant and co-applicant. If you don't have any rental references, your housing authority might ask you to provide letters from character references.

Proof of Before-Tax Household Income

Income verification is required for all household members age 18 and over, excluding dependants under the age of 25 who are full-time students.

For any household members who filed a tax return last year, provide:

- Income tax return and Notice of Assessment

OR

- Proof of Income Statement (Option C), a simple version of your tax assessment that you can obtain by calling Canada Revenue Agency at 1-800-267-6999.

You can also obtain your Notice of Assessment or Proof of Income Statement online at [CRA My Account](#).

If you did not file a tax return last year or if your income has changed significantly since last year, you can provide alternate documents as proof of income. The following list provides examples of documents your housing authority might ask you to submit.

- Employment income, income earned on reserve, and self-employment income (last 3 months)
- EI (last month)
- Worker's Compensation (last month)
- Assistance benefits, such as SAP, SIS, TEA, SAID, PTA (last month)
- Investment income or dividends and rental property income (last year)
- Retirement savings withdrawals from a plan, such as a RRSP
- Pension income, including work pension, private pension, and CPP (last month)
- OAS and benefits including GIS (last month)
- Federal veterans benefits and disability benefits (last month)
- Scholarships, bursaries, grants, band funding, and tuition paid (current school year)
- Child support and spousal support, both paid and received (last month)

You might be asked to provide additional proof of income (up to 12 months).

Applicant

Personal Information

Applicant:

First name *Middle name(s)* *Last name*

Current Address:

Unit number and address *PO Box*

City/Town *Province* *Postal Code*

Marital Status:

Single/Widowed/Separated/Divorced

Married/Common-law

Social Insurance Number:

Email:

Phone numbers:

Home *Work* *Cell*

Gender:

F M X

Birthdate:

MM/DD/YYYY

Alternate Contact:

(Optional)

Name *Phone Number*

Canadian residency status:

Canadian citizen

Permanent resident

Temporary resident

Refugee claimant

Other: _____

Rental History and References

Do you currently live in a home you own?

Yes No

Are you a first time renter?

Yes No

If you have rented from a housing authority, which one?

Do you owe money to a housing authority or SHC?

Yes No

Provide contact information for your current and previous landlords. If you have not rented, provide two character references that are not friends or family (teacher, support worker, health professional, etc.).

Current Landlord:

Name:

Contact:

*Or Character
Reference*

Phone number:

Email:

Tenancy start:

(If applicable)

MM/DD/YYYY

Previous Landlord:

Name:

Contact:

*Or Character
Reference*

Phone number:

Email:

Tenancy start:

(If applicable)

MM/DD/YYYY

Tenancy end:

(If applicable)

MM/DD/YYYY

Co-applicant

If there is no co-applicant, go to Household.

Personal Information

Co-applicant:

First name

Middle name(s)

Last name

Relationship to applicant:

Current Address:

Same as applicant

Unit number and address

PO Box

City/Town

Province

Postal Code

Marital Status:

Single/Widowed/Separated/Divorced

Married/Common-law

Social Insurance Number:

Email:

Phone numbers:

Home

Work

Cell

Gender:

F

M

X

Birthdate:

MM/DD/YYYY

Alternate Contact:

(Optional)

Name

Contact Phone Number

Canadian residency status:

Canadian citizen

Permanent resident

Temporary resident

Refugee claimant

Other: _____

Rental History and References

Do you currently live in a home you own?

Yes

No

Are you a first time renter?

Yes

No

If you have rented from a housing authority, which one?

Do you owe money to a housing authority or SHC?

Yes

No

Do you have the same references as the applicant?

Yes

No *If yes, go to Household*

Provide contact information for your current and previous landlords. If you have not rented, provide two character references that are not friends or family (teacher, support worker, health professional, etc.).

Current Landlord:

(Or Character Reference)

Name:

Contact:

(If applicable)

Phone

Email:

Tenancy start:

(If applicable)

MM/DD/YYYY

Previous Landlord:

(Or Character Reference)

Name:

Contact:

(If applicable)

Phone

Email:

Tenancy start:

(If applicable)

MM/DD/YYYY

Tenancy end:

(If applicable)

MM/DD/YYYY

Household

Household Member Information

Provide details for each additional person who will live in the household, including children.

If you require additional space, please attach a page to your application.

First Name	Last Name	Birthdate (MM/DD/YYYY)	Gender (F/M/X)	Relationship to Applicant
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Will any children live in the home less than half of the time? Yes No

Will household size increase within the year? Yes No

(Expecting a new baby, child returning from care, elderly parent joining the household, etc.)

If a member of the household has a permanent disability, do you need:

A fully accessible unit

Allows an individual using a wheelchair to live comfortably (lower counters, wider doorways, etc.)

Other adaptations _____

Do you have or plan to have any animals? Yes No

Many Saskatchewan housing authorities have a strict no-pet policy.

Income and Assets

Did you file a tax return for the most recent tax year? Yes No

If you didn't file a tax return, you can still apply for housing.

Are assistance benefits your only source of household income? Yes No

Assistance benefits include SAP, SIS, TEA, SAID, and PTA.

Are any dependent household members between the ages of 18 and 25 full-time students? Yes No

What is your yearly before-tax household income? \$ _____

Include the income of all household members 18 years and older, excluding dependants under the age of 25 who are full-time students. If available, add up line 150 of all applicable household members' most recent tax returns.

What is the total approximate value of your household assets? \$ _____

Include the assets of all household members 18 years and older, excluding dependants under the age of 25 who are full-time students. The value of an asset is the amount you would receive if you sold the asset less any amount owing on it.

Consider:

- cash, investments, secondary vehicles, jewelry, antiques, collectibles, real estate, retirement savings; and
- business tools of the trade and assets such as cash, stock, inventory, equipment, livestock, etc. (only if the business is no longer operational).

Declaration and Consent

I declare that all the information in this application is true and complete.

I give consent to SHC and my housing authority to collect, use, and share information that I or another source provide during my application and my tenancy (if approved for a housing program) to:

- determine if I am eligible for a housing program; this includes verifying my household income with my employer, the Government of Saskatchewan, and/or the Government of Canada.
- verify my continued eligibility if I am approved for a housing program.
- Contact previous landlords and respond to inquiries from future landlords regarding my tenant history.
- verify with a support service provider the services I received.
- contact my alternate contact (if provided) if I cannot be reached at the street address, phone numbers, or email address provided.
- collect arrears or any other amount owed to SHC.
- audit and evaluate the effectiveness of a housing program.

In addition, I give consent for my information to be used by:

- the Government of Saskatchewan (or a third party contracted by the Government of Saskatchewan) for analysis and research of its programs and services; this might involve my information being combined with information from other Government of Saskatchewan ministries and/or agencies, even if I do not receive a program benefit.
- the Government of Canada and its agents, including Statistics Canada and the Canada and Mortgage and Housing Corporation, for analysis and research of national housing programs.

I understand:

- if any information in my application is found to be false, my application might not be considered, or if I have been placed in a rental unit, I might be required to vacate the unit.
- this application does not obligate SHC to provide me with a housing program benefit.
- the information I provide during the application process and my tenancy will be collected, used, kept, and disposed of as required by law.
- I may withdraw consent for the use of my information by contacting SHC at 1-800-667-7567. Withdrawal of consent will be effective the date I notify SHC; it will not be retroactive. Withdrawal of consent might affect my ability to continue receiving a housing program benefit.

Signature of applicant

Date (MM/DD/YYYY)

Signature of co-applicant

Date (MM/DD/YYYY)

Signature of other adult(s)

Date (MM/DD/YYYY)

Optional Declaration

Applicant: I choose to declare as Indigenous A visible minority A person with a disability

Co-applicant: I choose to declare as Indigenous A visible minority A person with a disability

For office use only (enter in HOMES) Program: Social Life Lease Seniors Affordable Other

Application received on: _____
MM/DD/YYYY

INCOME VERIFICATION FORM

CONFIDENTIAL

This tenant has applied for continued occupancy of a dwelling unit under the management of the Regina Housing Authority. In accordance with the requirements for public housing, the income of all families must be verified.

The applicant has authorized the securing of this information (see below) and has furnished your name as an employer. It would be appreciated if you would supply the information indicated below. Thank you for your co-operation in this matter.

REGINA HOUSING AUTHORITY

per: _____
< >

Phone: 306-525-2377

Fax: 306-347-7812

→ TO BE COMPLETED BY EMPLOYER ONLY ←

Please supply the **GROSS MONTHLY INCOME** for the following time period:

_____ of _____ to _____ of _____
Month Year Month Year

Month	Gross \$	Month	Gross \$	Indicate Pay Period Type:
				<input type="checkbox"/> Bi-Weekly
				<input type="checkbox"/> Monthly
				** Please put asterisk (*) beside any month where there were 3 pay periods **

Completed by: Paymaster: _____
PLEASE PRINT

Completed on: ____/____/____
MM DD YY

Paymaster Signature: _____ **NOTE: It is Fraudulent to make a False Declaration.**

Name of Firm: _____ Address: _____

City: _____ Phone Number: _____ Fax Number: _____

TENANT AUTHORIZATION TO RELEASE INFORMATION

Employee Name: _____ Employee Signature: _____
PLEASE PRINT

Address: _____ Phone Number: _____

Additional Information

- 1) Have you received income from any of the following sources in the last 12 months?

	Applicant	Co-habitant
Employment Income		
Employment Insurance (EI)		
Workers Compensation		
Social Assistance/TEA		
Student Loans/Band Funding		
Provincial Training Allowance (PTA)		
Child/Spousal Support		
Child Tax Benefit		
Employment Supplement		
Rental Housing Supplement		
Other		

- 2) Please list any supports you are currently involved with (for example; Home Care, Mental Health etc)

Agency	Contact Name	Phone Number

- 3) Have you had bed bugs in the past 12 months? YES NO

Please specify if infestation has been treated and when.

REGINA HOUSING AUTHORITY REFERENCE AND TENANT HISTORY

NAME	DATE:
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The above applicant has applied for housing with the Regina Housing Authority. As part of the application process a landlord reference is required. Please complete the following form and return it to the applicant. Regina Housing Authority reserves the right to contact the landlord to verify all information is true and correct.

I hereby authorize _____ to disclose information regarding my tenancy at the following address to Regina Housing Authority.

Name:	Previous Address:
Signature:	

TO BE COMPLETED BY THE PREVIOUS LANDLORD

Tenancy From: _____ to _____ Monthly Rent: \$ _____

Payment History

- | | |
|--|--|
| <input type="checkbox"/> Pays consistently on or before the 1 st of month | <input type="checkbox"/> Pays usually on or before the 1 st of month |
| <input type="checkbox"/> Pays usually on or before the 5 th of month | <input type="checkbox"/> Pays usually on or before the 15 th of month |
| <input type="checkbox"/> Pays usually on or before the 20 th of month | <input type="checkbox"/> Always late |
| <input type="checkbox"/> Other: | |

# of late rent notices on file:	# of eviction due to non-payment on file:
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Total arrears outstanding to date: \$	
Rent outstanding: \$	Damages/Cleaning:

Unit Maintenance:

- Excellent
- Good
- Fair
- Poor
- Unknown/not noted in file

Yard Maintenance:

- Good
- Fair
- Poor
- Not applicable

Complaints/Tenancy Issues:

- Have bed bugs currently: Yes No
- Had bed bugs in the past: Yes No
- Pet on premises when not allowed
 - Others living in unit when not on the lease
 - Noise/Disturbance/Illegal activity
 - Unit in poor condition/Damages done

Gave proper notice? Yes No

Security Deposit Returned? Yes No

General Comments:

Stamp of Rental Agency (if applicable)

Name:
Signature:
Daytime Phone: