

RIDGE COUNTRY HOUSING APPLICATION

FREQUENTLY ASKED QUESTIONS

1. **Which program should I apply for? Are there different applications for different programs?**

Please use **this** application regardless of which program you want to apply for. There is only **one** standard application for all programs.

2. **How does the selection process work?**

Applicants with the greatest need for housing/rent assistance will be assisted first regardless of the date of the application.

Your application will be assessed using a point scoring system. You will be placed on the waitlist which best suits your needs based on your situation and the information you have provided.

If you are selected to receive assistance, you will receive a phone call directly.

3. **What if my information changes?**

Make sure your contact information is up to date – we **must** have accurate information to be able to contact you should we be able to assist you.

IMPORTANT INFORMATION TO NOTE

- **Incomplete applications will not be processed.**
- Fill out the application with accurate information to the best of your knowledge.
- We require documentation of income received for all applicants. Please see page 2 for required documentation.

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS

- ☐ Most current **Notice of Assessment** – what Revenue Canada returns to you upon completion of your taxes. In some cases, this is not mailed out but is available for you to access online instead. (*Contact Canada Revenue Agency at 1-800-959-8281 to request replacement documents OR log in to your CRA My Account and click “Proof of Income Statement” to view and print.*)
- ☐ If you are **currently employed**, please provide your last 3 months of paystubs or a letter from your employer to verify employment.
- ☐ If you are **recently unemployed**, please provide your Record of Employment (ROE).
- ☐ If you receive **AISH** or **Social Assistance** benefits, please provide a copy of your Income Support Budget/Health Benefits Card with benefit amount.
- ☐ If you are receiving **Employment Insurance** (EI), please provide your “My Current Claim” page, accessible through the My Service Canada website to show your gross benefit amount.
- ☐ If you are receiving **Pensions**, please provide your pension confirmation letter(s) to verify or provide a 30-day bank statement (unaltered deposits).
- ☐ If you are receiving benefits through the **Workers Compensation Board** (WCB), please provide documentation.
- ☐ If you are a student at a post-secondary institution, please provide your **Student Finance “Notice of Assessment” (Funding Allocation)** or your student funding information from Alberta Works (Foundational Learning Assistance).
- ☐ If you receive **Federal and or Provincial Benefits**, please provide verification from the CRA (Canada Revenue Agency).

Submit Applications to:

Ridge Country Housing
40E 300S - Box 600
Raymond, AB
T0K 2S0
email to:
christy.block@ridgecountry.ca

OR

Submit Applications to:

Ridge Country Housing
117 3rd Ave. NW - Box 489
Milk River, AB
T0K 1M0
email to:
karen.geddert@ridgecountry.ca

SECTION ONE – APPLICANT & HOUSEHOLD INFORMATION

| | | | | | |
|--|--|---------------|----------------------|----------------------|--|
| Applicant Information | | | | | |
| Program Applying for: <input type="checkbox"/> Ridgeview Lodge Raymond <input type="checkbox"/> Prairie Rose Lodge Milk River <input type="checkbox"/> Seniors Self Contained <input type="checkbox"/> Social Housing | | | | | |
| Name: | | | | Today's Date: | |
| Date of Birth: | | | Age: | Gender: | |
| Phone: | | Email: | | | |
| Current Address: | | | City: | Postal Code: | |
| Mailing Address: (if different than current address) | | | | | |
| Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Landed Immigrant (If checked, provide Landed Immigrant papers) | | | | | |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed/Widower | | | | | |
| If a translator is required, please provide their information: Translator's name: _____ Translator's phone number: _____ | | | | | |
| Spouse/Co-Applicant Information – If applicable. | | | | | |
| Name: | | | | | |
| Date of Birth: | | | Age: | Gender: | |
| Phone: | | Email: | | | |
| Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Landed Immigrant (If checked, provide Landed Immigrant papers) | | | | | |
| Emergency Contact Information | | | | | |
| Name: | | | Relationship: | | |
| Address: | | | | | |
| Phone: | | | Email: | | |

| Household Composition – Please list all individuals. | | | | | |
|---|---------------------------|-------------------|-----|--------|-------------------------|
| Full Name | Relationship to Applicant | Birthdate (M/D/Y) | Age | Gender | Employer or School Name |
| | | | | | |
| | | | | | |
| | | | | | |

SECTION THREE – CURRENT INCOME and ASSETS

Current Income

Provide the gross (before deductions) monthly income for all members of your household listed on this application.

| Source of Income | Applicant Monthly Amount | Co-Applicant Monthly Amount |
|--|-----------------------------|--------------------------------|
| Alberta Seniors Benefit (ASB) | \$ | \$ |
| Assured Income for the Severely Handicapped (AISH) | \$ | \$ |
| Canada Child Benefit (CCB) – Formerly called Child Tax Benefit (CTB) | \$ | \$ |
| Canada Pension Plan (CPP) | \$ | \$ |
| Child Support | \$ | \$ |
| Disability Benefit | \$ | \$ |
| Employment | \$ | \$ |
| Employment Insurance (EI) | \$ | \$ |
| Income Support/Social Assistance (SA) through Alberta Works | \$ | \$ |
| Investment Income (RRIF/RRSP/TFSA/LIRA) | \$ | \$ |
| Old Age Security (OAS)/Guaranteed Income Supplement (GIS) | \$ | \$ |
| Other Income (please specify) _____ | \$ | \$ |
| Partner/Spousal Support | \$ | \$ |
| Private Pensions or Annuities | \$ | \$ |
| Rental Income (from Investment Properties) | \$ | \$ |
| Resettlement Assistance Program (for Government Assisted Refugees) | \$ | \$ |
| Self-Employment | \$ | \$ |
| Student Loans/Grants | \$ | \$ |
| Support for Foster & Kinship Caregivers | \$ | \$ |
| Support from Family | \$ | \$ |
| Workers Compensation Board (WCB) | \$ | \$ |

Assets – Enter the total amount for all household members on the application.

| Assets | Total Value | |
|---|---------------|----------|
| | Present Value | Mortgage |
| Property Owned | \$ | \$ |
| Cash/Money in Bank | \$ | |
| Investment Income (RRIF/RRSP/TFSA/LIRA) | \$ | |
| Stocks and Bonds | \$ | |
| Other (Please Specify) _____ | \$ | |

SECTION FOUR – OTHER INFORMATION

| Vehicle(s) | | | | | |
|---|------|-------|---|--------------------|-----------------|
| Do you own a vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Do you own more than one vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | Make | Model | Year | Payment Each Month | Estimated Value |
| Vehicle One | | | | \$ | \$ |
| Vehicle Two | | | | \$ | \$ |

| Support Worker Information (if applicable) |
|---|
| Support Worker Name: _____ Phone: _____ Support Agency: _____ Fax: _____ |

| Please read the following and sign below. | | | | | | | | |
|---|-------------------|-------|---------------------|-------------------|-------|-------|------------------------|-------------------|
| <p>I/We understand that this application does not constitute an agreement on the part of Ridge Country Housing or its agents to provide me/us with rental accommodation.</p> <p>I/We further acknowledge the right of Ridge Country Housing at any time prior to the execution and delivery of a lease hereby applied for, to withdraw, revoke, or cancel without penalty and liability for damage or otherwise, any acceptance or approval of this application previously made or given.</p> <p>I/We hereby authorize you to make any inquiries you deem necessary to verify the facts contained herein by any method Ridge Country Housing deems necessary, being fully aware that discovery of any false statements shall cancel any further consideration of any application.</p> <p>I/We further agree that I/We am/are obligated to advise Ridge Country Housing, in writing, of any changes in family composition, gross income, assets, employment or change of address, should they occur.</p> | | | | | | | | |
| <table> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Applicant Signature</td> <td>Witness Signature</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Co-Applicant Signature</td> <td>Witness Signature</td> </tr> </table> | _____ | _____ | Applicant Signature | Witness Signature | _____ | _____ | Co-Applicant Signature | Witness Signature |
| _____ | _____ | | | | | | | |
| Applicant Signature | Witness Signature | | | | | | | |
| _____ | _____ | | | | | | | |
| Co-Applicant Signature | Witness Signature | | | | | | | |

SECTION FIVE – TARGET POPULATIONS & AUTHORIZATION

| Target Populations | |
|--|---|
| <p>I identify as a member of the following minority populations:</p> <p><input type="checkbox"/> Indigenous Peoples</p> <p><input type="checkbox"/> People with Disabilities</p> <p><input type="checkbox"/> Recent Immigrant or Refugee</p> <p><input type="checkbox"/> People who identify with diverse concepts of sexual orientation, gender identity, and expression.</p> <p><input type="checkbox"/> Other Racialized Group</p> | <p>I am currently experiencing or at risk of the following:</p> <p><input type="checkbox"/> Fleeing Domestic Violence*</p> <p><input type="checkbox"/> Dealing with mental health and/or addiction*</p> <p><input type="checkbox"/> Homelessness or transitioning out of homelessness supports*</p> <p><input type="checkbox"/> Youth exiting government care.</p> <p><input type="checkbox"/> Veteran</p> <p>* And working with appropriate supports and services to support stable housing</p> |
| <p>Please be advised that many of the demographic and identifying information above are protected grounds under the Alberta Human Rights Act and disclosing any of that information will not result in harassment, discrimination, or any other penalty towards your application. The personal information in this form is being collected by Ridge Country Housing under section 33(c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering applications for subsidized housing or rental benefits. If you have questions regarding the collection of this information, please contact (403)752-3683.</p> | |

AUTHORIZATION TO OBTAIN INFORMATION AND CONSENT TO DISCLOSE INFORMATION

Ridge Country Housing is required to collect personal information from all applicants and current program recipients to administer its programs under the Legislation in the Social Housing Accommodations Regulation (SHAR) and the Alberta Housing Act. This information includes, but is not limited to, information regarding eligibility; landlord references; assets and income verification; rent calculations; and household composition. Ridge Country Housing only collects information that is required to determine eligibility and to administer its programs.

As such, Ridge Country Housing requires all persons listed on your household composition form who are 18 years of age or older to sign the following:

I/We do hereby authorize for the stated purposes:

1. Ridge Country Housing to verify all information provided in my application and any updates that may follow throughout the tenancy/subsidy period. This may include employment verification; school or educational institution; and any others from whom I receive income or benefits.
2. Ridge Country Housing to exchange any information (including personal information) and to provide copies or documents of said information to all federal, provincial and municipal government as outlined in the Alberta Housing Act.
3. Ridge Country Housing to exchange any information (including personal information) to any agency that is supporting me in the application process. This includes any Ridge Country Housing subsidiaries; Housing First programs, programs providing funding and/or benefits; disability service providers; interpreters; employers; churches; etc.



4. to verify the income, assets, and financial standing of everyone on my household composition that is over the age of 18 years old. This includes checking with employers; financial institutions; offices, agencies, and boards; schools and educational institutions; and any others from whom I receive income or benefits.

5. Ridge Country Housing to contact my landlord and discuss the length of the tenancy; the rent amount; payment history; cleanliness and/or damages to the property; complaints from neighbors; breaches of tenancy; if the tenancy was ended as a result of a breach of lease; or any other information required from my landlord; Also, for Ridge Country Housing to provide future landlords with references as required.

Applicant Name

Signature

Co-Applicant Name

Signature

Witness

Date