

Section to be completed by HomeEd Representative			
Site		Rental Rate	
Unit Applied For		Pro Rate	
Move In Date		Incentive	
Lease Term		Agency	

# APPLICATION FOR TENANCY

IMPORTANT: The contents of this form are to remain private and confidential in compliance with the terms of Personal Information Privacy Act (PIPA) and Freedom of Information and Protection of Privacy Act (FOIP). Please note that this application will not be processed without the Security Deposit and all information required below.

## APPLICANT 1

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Date of Birth: (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
SIN #: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_

Check the box to confirm that applicant(s) above will cohabitate in the same room

## CHILDREN

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
  
Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Note that Gender is being requested to determine cohabitation requirements in line with the Canada Mortgage and Housing Corporation's National Occupancy Standards.

## VEHICLE INFORMATION

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Colour: \_\_\_\_\_  
License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Colour: \_\_\_\_\_  
License Plate: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## PETS (If Applicable)

Type(s): \_\_\_\_\_  
Weight of animal(s): \_\_\_\_\_

Check the box if this is a Registered Service Animal

## LANDLORD VERIFICATION

Please include all information on the Applicant(s) current or past Landlords within the past three (3) years:

Address: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_(month/year) To: \_\_\_\_/\_\_\_\_(month/year)  
Reason for moving: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_(month/year) To: \_\_\_\_/\_\_\_\_(month/year)  
Reason for moving: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_(month/year) To: \_\_\_\_/\_\_\_\_(month/year)  
Reason for moving: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
From: \_\_\_\_/\_\_\_\_(month/year) To: \_\_\_\_/\_\_\_\_(month/year)  
Reason for moving: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**ARREARS:** Does the Applicant(s) have unpaid rent owing to any Landlord? ( ) No ( ) Yes If yes, to whom and amount: \_\_\_\_\_

## INCOME VERIFICATION

HomeEd requires all household members over the age of 15 to declare their Gross Annual Income, which should be totalled to determine your Combined Household Gross Annual Income below. Income to be declared by all household members is identified on line 150 of their previous year's Notice of Assessment from the Canada Revenue Agency. Copies of each household member's Notice of Assessment must be provided.

Where a household member's Notice of Assessment is not available or a household member's income status has changed significantly since the date of their most recent Notice of Assessment, Applicant(s) must declare and verify all other income by providing a copy of all applicable documentation outlined in the *HomeEd's Application Package Checklist* available at <https://www.myhomeed.ca/wp-content/uploads/application-checklist.pdf>.

Household Member Name: \_\_\_\_\_ Gross Annual Income: \$ \_\_\_\_\_  
Household Member Name: \_\_\_\_\_ Gross Annual Income: \$ \_\_\_\_\_  
Household Member Name: \_\_\_\_\_ Gross Annual Income: \$ \_\_\_\_\_  
Household Member Name: \_\_\_\_\_ Gross Annual Income: \$ \_\_\_\_\_

**COMBINED HOUSEHOLD GROSS ANNUAL INCOME:** \$ \_\_\_\_\_

I confirm that the COMBINED HOUSEHOLD GROSS ANNUAL INCOME above accurately reflects the current income of all household members over the age of 15.

Please note that submitting false information to attain a mortgage under Non-Profit Housing is a punishable act under the Criminal Code of Canada.

The Alberta Human Rights Act prohibits discrimination in respect of tenancy on protected grounds which include race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, and sexual orientation. Our policies and assessment criteria reflect legal requirements.

## SECURITY DEPOSIT

HomeEd hereby acknowledges receipt of the sum of \_\_\_\_\_ as an application deposit, received through the following payment method:

Money Order or Certified Cheque

This deposit is forfeitable if the Applicant(s) does not take occupancy on the commencement date as agreed upon, or fails to execute the standard lease/documents presented for execution and taking possession of the residence, the deposit shall be deemed to be a security deposit as defined in the Province of Alberta under the Tenancy Act.

HOMEED REPRESENTATIVE INITIAL \_\_\_\_\_ APPLICANT(S) INITIALS: \_\_\_\_\_

## ACKNOWLEDGEMENTS

The Applicant(s) will:

- maintain a minimum coverage of \$1,000,000 in tenant liability insurance through their tenancy, and provide proof of insurance before moving in.
- establish utility accounts in their name by the move-in date for any utilities the Applicant(s) is responsible for.
- not have any pets on the Premise without the written permission by HomeEd.
- immediately notify HomeEd, in writing, of any changes in employment, income, or household size during the period of tenancy.

APPLICANT(S) INITIALS: \_\_\_\_\_

## APPLICANT CONSENT/WAIVER

1. I/We (Applicant) have read and understand all the conditions of this Application for Tenancy.
2. I/We (Applicant) certify to the best of my/our knowledge all statements herein are true and complete.
3. I/We (Applicant) authorize HomeEd, and its representatives, to obtain credit, criminal record and employment reports, and to verify rental history as necessary to verify all information put forth in the above referenced Application for Tenancy.
4. I/We (Applicant) give consent to HomeEd for the release of my personal information for any collection purpose resulting from future rental arrears or outstanding balances, created as a result of my tenancy or my guest's occupancy with HomeEd.

\_\_\_\_\_  
Applicant 1 Signature

\_\_\_\_\_  
Applicant 2 Signature

\_\_\_\_\_  
HomeEd Representative

\_\_\_\_\_  
Date