

# Thank you for your interest in applying for the **Family Social Housing Program**, a subsidized housing program for low income persons.

The Meadow Lake Housing Authority **DOES NOT GIVE OUT APPLICATIONS**, instead the following guide is provided to inform you of how to apply.

Once you have gathered the required documentation (examples in the guide) call the office to schedule an appointment.

Then you must bring all information to your appointment, if any information is missing we will have to reschedule your appointment until you have gathered everything.

# References are REQUIRED

You must provide your past and current landlords name and number. If you have **never** rented before we need **2 characters letters** from NON-FAMILY members. Ex: Teacher, Band Counselor, person or authority, etc

We are pleased to announce that we now have a website...

www.meadowlakehousing.ca

Check here often for tenant notices, important information, simple recipes, and community events...

The following list is the required documents needed in order for you to apply. You only need the income information that applies to you example: employment income, social assistance programs, pension, etc.

To be eligible for this program you cannot exceed the following limits:

Income Limit by Family Size	Max. Annual Income
Families with no dependents	\$37,000 / yr
Families with one dependent	\$45,000 / yr
Families with two or three dependents	\$55,500 / yr
Families with four or more dependents	\$66,500 / yr
Asset Limit	\$50,000



- INCOME TAX: a copy of the most recent T1 General Form (see sample) you sent to Canada Revenue Agency (CRA) NOT the Notice of Assessment. If you do not have a copy of your T1 General please phone CRA at 1-800-959-8281
- Or, if your income is steady and does not fluctuate, a letter from your employer stating the gross rate of pay, hours per week and total earnings for the last 12 months. Remember that tips/gratuities, alimony/maintenance, and commissions are all considered income and must be reported.
- EMPLOYMENT INSURANCE: weekly earnings and number of weeks of entitlement (see sample printout).
- INCOME ASSISTANCE (SAP, SAID, TEA, PTA) or WORKER'S COMPENSATION: we require photocopies of your most recent cheques or stubs.
- PENSIONS: we require photocopies of your most recent cheques, if you receive your payments Direct Deposit we also require a copy of your most recent <u>bank statement</u>.
- IF YOU ARE IN RECEIPT OF A STUDENT LOAN, BURSARY, OR SCHOLARSHIP: we require copies of your schedules showing the payments you received or will receive and the start and end dates of the educational program.

**Rental References:** current and previous rental addresses, years rented, Landlord names and telephone numbers/addresses. If you have **never** rented we need 2 characters letters from NON-FAMILY members. Ex: Teacher, Band Counselor, person or authority, etc

Your completed application form will be processed as soon as possible. You will be contacted with the results.

In the meantime, any inquiries may be directed to a Tenant Relations Officer at 306-236-3977. We look forward to working with you in meeting your housing needs!

#### FAMILY SOCIAL HOUSING UNITS

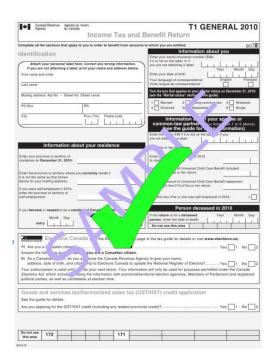
- Social Housing Program
- Rent amount = 30% of gross monthly household income (ask us for details)
- Minimum rent that can be charged is \$326 per month
- All suites have a fridge & stove
- Houses: Tenant pays all utilities (a heating allowance may apply ask for details)
- Security Deposit of \$326
- NO PETS\*\*\*\* \$500.00 charge if found with any pet!!
- All family units are smoke-free (no smoking or vaping except in designated outdoor smoking areas).

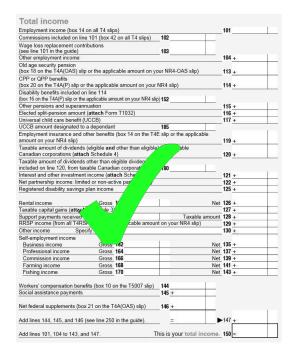
#### Example of EI online report:

My Current Claim	Don't forget to	
	before leaving the site	

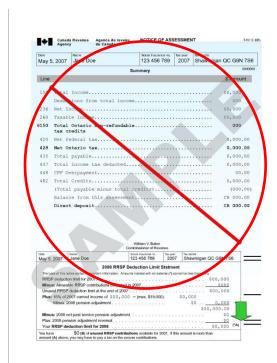
Start Date of Claim:	April 26, 2015			
Waiting Period:	April 26, 2015 to May 09, 2015			
Type of Benefit:	Regular benefits			
Total Insurable Earnings:	\$13,327			
Benefit Rate:	\$524			
Federal Tax:	\$10 1820			
Total Insurable Hours:				
Total Weeks of Regular Entitlement:	45			
Weeks of Regular Benefits Paid:	15)			
Total Weeks Paid:	15			
Return to Work:	August 17, 2015			
End Date of Claim:	April 23, 2016 [1]			
Last Report Processed:	August 16, 2015 to August 29, 2015			

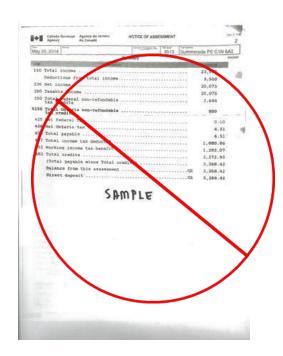
### Samples of Forms Required





## Sample of Forms Not Accepted





#### **LANDLORD REFERENCE FORM**

Instructions: Fill in Section A. Sign at Section C. Forward to your previous landlord and have him/her complete Section B. Previous landlord should return completed form directly to Meadow Lake Housing Authority at: Box 579, 119 2<sup>nd</sup> Street East; or fax to: 306-236-5315.

\ /	#1			_#2			
Former Address:							
City: Postal Code:							
Section B (to be completed		<mark>er Landlord)</mark>					
Length of Tenancy:	From			То		_	
Number of Occupants:		Adults	_Children _				
COMPLAINTS: If YES,		() Yes () No How many?	Wh	at type?			
LEASE VIOLATION	NOTIC	<b>ES</b> : ( ) Yes ( )	No If YE	S, what type?		<u></u>	
NOTICE TO VACATI	( ) Proper Notice Given ( ) Improper Notice Given ( ) Eviction ( ) Other:						
DAMAGE DEPOSIT:		rned () Not return					
Outstanding Balance u	ıpon Va	cating: () Yes	() No De	etails:			
Other Comments:							
I certify that the above							
Signature of Landlord			Pri	nted name of Lar	ndlord		_
Address			City	v/Province	Pos	stal Code	_
Phone Number (daytime	e) / (ev	ening)	Dat	e			
Section C I authorize the rele Authority.	ase of	the above la	ndlord refe	erence inform	ation to Mea	ndow Lake Hou	ısing
Signature of Tenant	All inf	ormation listed is	_	nature of Tenar			