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## **LETTER OF INSTRUCTION**

**PLEASE READ CAREFULLY**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Applicant & co-applicant must **answer all questions** on the application forms & **sign and date** where requested.

**Applicant, co-applicant, and any person age 18 years or older that will be residing in the unit must submit the following documents:**

- Two (2) letters of reference** – one from current landlord and one from most recent previous landlord. If landlord references cannot be provided, please attach a letter detailing the reason.
- Copy of three (3) full months of most recent income verification documents.** This may be in the form of pay stubs, benefit statements from income assistance, pension statements, student loan statements, etc. If income verification cannot be provided, please submit a copy of three (3) full months of most recent bank statements. Withdrawals may be omitted or crossed out.
- Your most recent Child Tax Benefit statement from Revenue Canada** listing the name(s) of all eligible children (if you have children in your custody). If you have guardianship of children through the Ministry of Social Services you must provide a legal document proving guardianship.

**Namerind Housing provides both market rate and subsidized housing. Please check the following boxes to determine eligibility for subsidized housing:**

- Applicant is Indigenous.
- Applicant or co-applicant has at least one dependent under the age of 18 that will be residing in the unit full time.
- Applicant does not currently reside in subsidized housing.

# NAMERIND HOUSING APPLICATION

**PLEASE NOTE: APPLICATIONS WILL NOT BE PROCESSED UNLESS FILLED IN COMPLETELY.**

Please confirm the type of unit you would like to apply for. Multiple boxes may be selected:

House  Apartment  Condominium

## APPLICANT INFORMATION

First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>		
Date of Birth:	<input type="text"/>	SIN:	<input type="text"/>
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> X <input type="checkbox"/> Other
Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Common-law <input type="checkbox"/> Other
Status/Registration:	<input type="checkbox"/> First Nations	<input type="checkbox"/> Métis	<input type="checkbox"/> Inuit <input type="checkbox"/> Other
Band Name:	<input type="text"/>	Treaty Number:	<input type="text"/>
Do you have any disabilities or notable health issues?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide details:	<input type="text"/>		
Current Address:	<input type="text"/>		
City/Town:	<input type="text"/>	Province:	<input type="text"/>
		Postal Code:	<input type="text"/>
Phone Number:	Home: <input type="text"/>	Work:	<input type="text"/>
Email Address:	<input type="text"/>		

## LANDLORD REFERENCES

## FIRST REFERENCE

Current Landlord's Name:	<input type="text"/>		
Current Rental Address:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Move-in Date (DD/MM/YY):	<input type="text"/>	Move-out Date (DD/MM/YY):	<input type="text"/>

## SECOND REFERENCE

Previous Landlord's Name:	<input type="text"/>		
Previous Rental Address:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Move-in Date (DD/MM/YY):	<input type="text"/>	Move-out Date (DD/MM/YY):	<input type="text"/>

## CO-APPLICANT INFORMATION

First Name:  Middle Name:

Last Name:

Date of Birth:  SIN:

Gender:  Male  Female  X  Other

Marital Status:  Single  Married  Common-law  Other

Status/Registration:  First Nations  Métis  Inuit  Other

Band Name:  Treaty Number:

Do you have any disabilities or notable health issues?  Yes  No

If yes, please provide details:

Current Address:

City/Town:  Province:  Postal Code:

Phone Number: Home:  Work:

Email Address:

## LANDLORD REFERENCES

### FIRST REFERENCE

Current Landlord's Name:

Current Rental Address:

Phone Number:

Email Address:

Move-in Date (DD/MM/YY):  Move-out Date (DD/MM/YY):

### SECOND REFERENCE

Previous Landlord's Name:

Previous Rental Address:

Phone Number:

Email Address:

Move-in Date (DD/MM/YY):  Move-out Date (DD/MM/YY):

## ADDITIONAL INFORMATION

Total number of people that will be living in the unit:

Do you have children that live with you?  Yes  No

If yes, do your children live with you full-time?  Yes  No

## ADDITIONAL INFORMATION (CONTINUED)

If not, explain arrangements:

Please provide details below:

Full Name	Date of Birth (DD/MM/YY)	Relationship

Current monthly rent:

Number of bedrooms:

What is the condition of your current unit?

Are you required to give your landlord notice to vacate?

Yes

No

Are you currently residing in subsidized housing?

Yes

No

Please tell us below why you are applying for affordable housing:

## EMERGENCY CONTACT INFORMATION

Please provide two contacts that can be reached in case of emergency:

Full Name	Relationship	Phone Number

## RELEASE OF INFORMATION

I/We agree and consent that information regarding tenancy and/or rental references and employer verification shall be released and/or obtained regarding my/our housing application.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I Declare That The Information Given By Me/Us To Be Complete And Correct. I Understand That This Application/Personal Statement Does Not Constitute Or Guarantee Acceptance As A Tenant Of Namerind. I Further Acknowledge That Namerind Subsequent To An Acceptable Lease Being Executed By Both Parties May Withdraw, Revoke, Or Cancel Any Acceptance or Approval Of This Statement/Application. I Hereby Authorize Namerind To Check The Validity Of The Information As Deemed Necessary Through Namerind's Own Sources And Methods To Verify The Facts Contained Herein. I Further Understand That This Statement Remains The Property Of The Company And Must Be Surrendered Upon Demand. No Warranties Expressed Or Implied Other Than As Stated Herein Are Made. The Company Is Not Responsible For Any Losses Of Any Nature Whatsoever.