

**Perpetually Affordable Housing (PAH) Rent Program**

**Eligibility Criteria at a Glance**

1. Are you a Canadian Citizen, Permanent Resident, or do you have a valid Canadian work permit?
2. Does one of the following three employment/residency categories apply to your circumstances?

**Canmore Employee:** working or contracted to work a minimum average of 20 hours per week in Canmore for a Canmore licenced business.

**Canmore Self-employed Person:** working in Canmore with a valid Town of Canmore business licence a minimum of 20 hours per week.

**Canmore History:** individuals currently living in Canmore who are retired or in receipt of disability benefits who have had three cumulative years of Canmore employment history working an average of 20 hours per week or five cumulative years of Canmore residency.

3. Was your gross household income less than shown in the chart below in the previous tax year as reported on Line 150 of your CRA Tax Notice of Assessment?

Unit Size	Income Level A	Income Level B
Studio	\$35,500	N/A
One-bedroom	\$42,500	\$65,000
Two-bedroom	\$52,500	\$87,000
Three-bedroom	\$63,500	\$108,500

Note:

- ✓ To be eligible to rent at **The Hector**, gross household income is below **Level A**.
- ✓ To be eligible to rent at **McArthur Place**, gross household income is below **Level B**.

Although there are different income criteria for The Hector and McArthur Place, you may qualify to rent at both locations.

If you answered "yes" to each of the questions above, then you likely meet the criteria to rent PAH, pending confirmation of your eligibility, availability of homes and your suitability as a tenant.

Should you have any questions, please contact our office or visit our website:

**CANMORE COMMUNITY HOUSING CORPORATION**  
 403.609.9983 | [rent@canmorehousing.ca](mailto:rent@canmorehousing.ca)  
[canmorehousing.ca](http://canmorehousing.ca)

## Perpetually Affordable Housing (PAH) Rent Program

### PAH Rent Program: 2017/18 Application Guide

#### Steps to apply to rent Perpetually Affordable Housing (PAH):

**1. Complete the application form and gather your documents.**

Every adult who will be living in the home must complete and sign the application form. Use additional forms if more than two adults are applying. The eligibility criteria and supporting documentation required to apply are specified in each section of the application. If your circumstances are unusual or if you are unsure about a particular section of the form, call our office.

**2. Make an appointment with CCHC to submit your application.**

Call to arrange a time to bring in your completed application and supporting documents. At this meeting, CCHC will verify and copy identity documents and review your application to ensure it is complete. Each applicant will be required to sign a statutory declaration stating that all the information provided is truthful and accurate and that the applicant is aware of the terms and conditions of the program. Plan to spend approximately 30 minutes in the meeting and for all applicants to attend.

**3. Get on the List!**

CCHC reviews all completed applications and verifies the information within five business days pending availability of supplied references. CCHC will contact you to let you know if you have met the eligibility criteria and have been confirmed for your suitability to rent. If so, CCHC will provide you with an approval letter and place you on the applicable PAH Rent Waitlist(s). PEKA, the authorized leasing agent, will contact you when a unit becomes available.

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## **Perpetually Affordable Housing (PAH) Rent Program**

### **Document Checklist**

Please use the document checklist below to ensure all your paperwork is in order. All applications must include the items listed below the heading "All Applicants". Depending on how you are qualifying, please refer to the applicant section for the additional documents required for your application submission.

#### **All Applicants**

- Application completed in full
- 2 Pieces of ID (one with photo and one confirming legal status in Canada)
- 2016 Tax Notice of Assessment

#### **Canmore Employee**

- 3 Most recent pay slips or signed offer of employment
- OR**
- Birth Certificates for all children (if applying as a Homemaker)
- OR**
- Record of Employment (ROE) or Letter of Employment from employer (if applying as an employee on formal leave - i.e. medical leave)

#### **Canmore Self- Employed**

- Business License
- Proof of business ownership
- Letter outlining your weekly hours spent working for the business

#### **Canmore History**

- Verification of pension or disability benefit
- AND**
- 3 years of T4 statements from a Canmore employer or Record of Employment (ROE) supporting 3 years of employment in Canmore. (If applying with Employment History).
- OR**
- 5 years proof of Canmore residency within the last ten years. (If applying with Residency History). For each address please provide lease or property tax assessment.

**Perpetually Affordable Housing (PAH) Rent Program**

<b>1. GENERAL INFORMATION</b>			
'Tenants' are all adult persons occupying the rental accommodation. Every adult in the household must be registered as a tenant on the lease and must fill in the application form. The rental home must be the primary residence of all tenants on a continuous basis.			
<b>Number of Occupants:</b>	Adults _____	Children _____	Pets _____
<b>Preferred Size(s):</b>	<input type="checkbox"/> Studio	<input type="checkbox"/> 1 Bedroom	<input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom
<b>Preferred Location(s)*:</b>	<input type="checkbox"/> The Hector (200 Palliser Lane)		<input type="checkbox"/> McArthur Place (100 Dyrkas Lane)
<b>Reason for Moving:</b>			
*Please note that The Hector and McArthur Place have different income limits, so you may qualify to rent at one or both locations. Studio suites are only located at The Hector.			

<b>APPLICANT 1</b>		<b>APPLICANT 2</b>	
<b>2. CONTACT INFORMATION</b>			
Legal Name:		Legal Name:	
Primary Ph:	Secondary Ph:	Primary Ph:	Secondary Ph:
Email:		Email:	
Current Address:		Current Address:	

<b>3. AGE &amp; LEGAL STATUS IN CANADA</b>			
All tenants on the rental lease must be of Alberta legal age (18 years) and must be one of the following: a Canadian Citizen, a Permanent Resident of Canada, or have the legal right to work in Canada. Each applicant must provide a minimum of two (2) original pieces of identification, one with photo, to show proof of identity, age and legal status in Canada. Identification will be photocopied and returned to the applicant at the time the application is submitted.			
Birthdate: DD / MM / YYYY		Birthdate: DD / MM / YYYY	
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Legal right to work	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Legal right to work
<b>Provide two (2) pieces of ID, one with photo:</b>		<b>Provide two (2) pieces of ID, one with photo:</b>	
<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Permanent Resident Card	<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Permanent Resident Card
<input type="checkbox"/> Canadian Passport	<input type="checkbox"/> Canadian Work Permit	<input type="checkbox"/> Canadian Passport	<input type="checkbox"/> Canadian Work Permit
<input type="checkbox"/> Canadian Citizenship Card		<input type="checkbox"/> Canadian Citizenship Card	
<b>and/or:</b>		<b>and/or:</b>	
<input type="checkbox"/> Alberta Operator's Licence	<input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Alberta Operator's Licence	<input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> Alberta Identification Card		<input type="checkbox"/> Alberta Identification Card	

<b>4. ADDITIONAL OCCUPANTS (include all other adults and children/dependents to live in the rental unit)</b>			
Line	Name	Relationship to Applicant (s)	Birthdate
1.	Adult/Child/Dependent		DD / MM / YYYY
2.	Adult/Child/Dependent		DD / MM / YYYY
3.	Adult/Child/Dependent		DD / MM / YYYY

<b>5. PETS</b>		
Pets will be permitted on Landlord approval only. Pet fees will apply.		
Pet Name	Type of Animal	Weight/Size

**6. INCOME**

Gross household income is based on your total income reported on Line 150 of the most recent Tax Notice of Assessment. However, if you reported support payments received, or self-employment income, your income will be adjusted to account for the non-taxable amount of support payments and disallowed self-employment expenses. Contact CCHC for details.

To be eligible to rent at **The Hector**, gross household income must be below **Level A**. To be eligible to rent at **McArthur Place**, gross household income must be below **Level B**. It is possible to qualify to rent at one or both locations.

Unit Size	Income Level A	Income Level B
Studio*	\$35,500	N/A
One-bedroom	\$42,500	\$65,000
Two-bedroom	\$52,500	\$87,000
Three-bedroom	\$63,500	\$108,500

\* Studio suites are only located at The Hector at Palliser Village.

APPLICANT 1	APPLICANT 2	
<b>6A. GROSS HOUSEHOLD INCOME</b>		
20____ Gross Annual Income: \$ _____	20____ Gross Annual Income: \$ _____	
Combined Gross Household Income: \$ _____		
Proof of Income: <input type="checkbox"/> 20____ Tax Notice of Assessment	Proof of Income: <input type="checkbox"/> 20____ Tax Notice of Assessment	
<b>6B. SOURCES OF INCOME</b>		
<input type="checkbox"/> Wages/Salary	<input type="checkbox"/> Gratuities	<input type="checkbox"/> Rent Supplement
<input type="checkbox"/> Benefits (i.e. Child, Disability, Pension)	<input type="checkbox"/> Support Payments (i.e. Child, Spousal)	<input type="checkbox"/> Other (Specify) _____
Combined Gross Monthly Income: \$ _____		
<i>This information is used solely to confirm your ability to pay rent and has no bearing on the consideration for eligibility.</i>		

**7. CANMORE EMPLOYMENT & RESIDENCY**

Each tenant must meet **ONE** of three Canmore Employment and Residency categories below:

- A. Canmore Employee:** A person who currently works in Canmore a minimum average of 20 hours per week with a licenced Canmore business and their spouse who is a homemaker caring for dependents. This category also includes those on maternity leave or sick/disability leave from an eligible employer, or those having accepted a bona fide job offer. *Complete Section 7A.*
- B. Canmore Self-employed Person:** A person with a Canmore business licence performing services for the business in Canmore no less than 20 hours per week. *Complete Section 7B.*
- C. Canmore History:** Retiree or an individual who receives a disability benefit (i.e. AISH) and the caregiver or spouse of the same, who currently lives in Canmore with one of the following qualifications:
  - i. three (3) cumulative years of employment history in Canmore working a minimum average of no less than 20 hours per week (for retirees, this is calculated in the five years prior to retirement) OR
  - ii. at least five (5) years Canmore residency within the 10 year period prior to applying.*Complete Section 7C.*

**7A. CANMORE EMPLOYEE**

<input type="checkbox"/> Permanent Employee	<input type="checkbox"/> Temporary/Contract	<input type="checkbox"/> Permanent Employee	<input type="checkbox"/> Temporary/Contract
Your Position:		Your Position:	
Starting Date: DD / MM / YR	Hrs/Wk:	Starting Date: DD / MM / YR	Hrs/Wk:
Pay Rate: \$ / <input type="checkbox"/> Hr <input type="checkbox"/> Mo	Other Pay: \$	Pay Rate: \$ / <input type="checkbox"/> Hr <input type="checkbox"/> Mo	Other Pay: \$
Business Name:		Business Name:	
Contact Name:		Contact Name:	
Contact Position:		Contact Position:	
Phone:		Phone:	
Proof of Employment: <input type="checkbox"/> Three most recent payslips		Proof of Employment: <input type="checkbox"/> Three most recent payslips	

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7B. CANMORE SELF-EMPLOYED PERSON	
<input type="checkbox"/> Self-employed Hrs/Wk in Canmore: _____	<input type="checkbox"/> Self-employed Hrs/Wk in Canmore: _____
Proof of Employment: <input type="checkbox"/> Canmore Business Licence <b>AND</b>	Proof of Employment: <input type="checkbox"/> Canmore Business Licence <b>AND</b>
<input type="checkbox"/> Proof of Business Ownership	<input type="checkbox"/> Proof of Business Ownership
Business Name:	Business Name:
<i>CCHC may request more information to verify that a minimum average of 20 hours per week of work is conducted in Canmore.</i>	

7C. CANMORE HISTORY									
<input type="checkbox"/> Retiree <input type="checkbox"/> Recipient of Disability Benefit					<input type="checkbox"/> Retiree <input type="checkbox"/> Recipient of Disability Benefit				
Street Address	From	To	Yrs	Mths	Street Address	From	To	Yrs	Mths
Current Address	DD/MM/YYYY	DD/MM/YYYY			Current Address	DD/MM/YYYY	DD/MM/YYYY		
Proof of Status: <input type="checkbox"/> Verification of pension or disability benefit <b>AND</b>					Proof of Status: <input type="checkbox"/> Verification of pension or disability benefit <b>AND</b>				
<input type="checkbox"/> Employment: <input type="checkbox"/> Three (3) years T4 Statements of Remuneration paid from a Canmore Employer <b>OR</b> <input type="checkbox"/> Records of Employment supporting three (3) years of work in Canmore <input type="checkbox"/> Long Term Residency: <input type="checkbox"/> Five years (5) Canmore residency information within the last ten years					<input type="checkbox"/> Employment: <input type="checkbox"/> Three (3) years T4 Statements of Remuneration paid from a Canmore Employer <b>OR</b> <input type="checkbox"/> Records of Employment supporting three (3) years of work in Canmore <input type="checkbox"/> Long Term Residency: <input type="checkbox"/> Five years (5) Canmore residency information within the last ten years				
Street Address	From	To	Yrs	Mths	Street Address	From	To	Yrs	Mths
Previous Address	DD/MM/YYYY	DD/MM/YYYY			Previous Address	DD/MM/YYYY	DD/MM/YYYY		
Previous Address	DD/MM/YYYY	DD/MM/YYYY			Previous Address	DD/MM/YYYY	DD/MM/YYYY		
Previous Address	DD/MM/YYYY	DD/MM/YYYY			Previous Address	DD/MM/YYYY	DD/MM/YYYY		
<b>Total Canmore Residency:</b>					<b>Total Canmore Residency:</b>				
<i>Should you require additional space for previous residences, use a blank sheet, sign and attach to this application form.</i>									
<b>For each address, please provide the following proof of residency:</b>					<b>For each address, please provide the following proof of residency:</b>				
<input type="checkbox"/> For tenants, a rental lease agreement for the tenancy period <b>OR</b> <input type="checkbox"/> For owners, a Property Tax Assessment notice for each year of residency					<input type="checkbox"/> For tenants, a rental lease agreement for the tenancy period <b>OR</b> <input type="checkbox"/> For owners, a Property Tax Assessment notice for each year of residency				
<i>If unable to provide documentation above, you may contact CCHC to discuss your circumstances. CCHC may request more information to verify residency</i>									

**8. SUITABILITY FOR TENANCY**  
Suitability as a tenant is comprised of several factors which include, but are not limited to, ability to pay rent and rental history. All applicants must have at least one positive landlord reference. If you have no rental history, other references may be provided and a co-signer may be required.

8A. SUITABILITY FOR TENANCY - LANDLORD REFERENCES		
Contact Name: Landlord Reference	Contact Phone:	
Rental Address:	Rental Period Dates:	Monthly Rent: \$
Contact Name: Landlord Reference	Contact Phone:	
Rental Address:	Rental Period Dates:	Monthly Rent: \$
Contact Name: Additional Reference Applicant	Contact Phone:	
Rental Address:	Rental Period Dates:	Monthly Rent: \$

8B. SUITABILITY FOR TENANCY - OTHER REFERENCES		
Contact Name: Other Reference Applicant 1 (if required)	Relationship:	Phone:
Contact Name: Other Reference Applicant 1 (if required)	Relationship:	Phone:

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9. ASSETS	
Applicants may not own any residential real estate <b>within or outside</b> of Canada at the time of application or during tenancy. An exception may be allowed under some circumstances. Contact CCHC for details.	
Residential Real Estate Owned: <input type="checkbox"/> No <input type="checkbox"/> Yes	Residential Real Estate Owned: <input type="checkbox"/> No <input type="checkbox"/> Yes
If 'Yes', civic address:	If 'Yes', civic address:

10. EMERGENCY CONTACTS		
At least one contact should be provided for each applicant in case of emergency.		
Name	Relationship	Phone
Emergency Contact Applicant 1		
Emergency Contact Applicant 2		
Emergency Contact Applicant 1/2		

11. FOIP NOTIFICATION
The personal information you provide on this form is being collected under the authority of Section 33(c) of <b>Alberta's Freedom of Information and Protection of Privacy Act</b> . This information will be used by Canmore Community Housing Corporation to determine eligibility for and to administer the Perpetually Affordable Housing program in Canmore. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact CCHC's FOIP Coordinator at 203, 600A 9 <sup>th</sup> Street, Canmore, AB, T1W 2T2.

12. AUTHORIZATION	
I/We agree and give consent to CCHC or their authorized agent to: <ul style="list-style-type: none"> <li>▪ contact my past and present employers to verify employment information;</li> <li>▪ contact my past and present landlords to verify residency;</li> <li>▪ conduct a reference check from supplied references;</li> <li>▪ use application information to pursue the collection of any funds owed to the Landlord/Owner including disclosure of my personal information to a collection agency to pursue delinquent funds; and</li> <li>▪ use information from my application as part of a demographic profile of PAH applicants.</li> </ul>	
Signature:	Signature:
Date:	Date:

OFFICE USE ONLY	
File Number:	Stat Dec Date:
APPLICANT 1	APPLICANT 2
YOB: _____ Age: _____ Sex: _____	YOB: _____ Age: _____ Sex: _____
HH Type: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5    HH Size: _____	
LEGAL STATUS: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	LEGAL STATUS: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
QUALIFICATION: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	QUALIFICATION: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
PREFERENCE: <input type="checkbox"/> 1 <input type="checkbox"/> 2	
ELIGIBILITY: <input type="checkbox"/> 1 <input type="checkbox"/> 2	ELIGIBILITY: <input type="checkbox"/> 1 <input type="checkbox"/> 2
EXCEPTIONS: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	EXCEPTIONS: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
CASL: <input type="checkbox"/> Yes <input type="checkbox"/> No	CASL: <input type="checkbox"/> Yes <input type="checkbox"/> No
RECOMMENDATION: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	RECOMMENDATION: <input type="checkbox"/> Approve <input type="checkbox"/> Not Approve
Comments: _____	Comments: _____