

Siksika Nation Housing Service Area



Housing Application Checklist

	□ Application
	☐ Cover Letter
	☐ Basic Home Maintenance
	☐ Income Verification
Date Submitte	d:

PO Box 1040 Siksika, AB T0J 3W0 Office: 403-734-5200

Fax: 403-734-5235

Email: housing@siksikanation.com

Application Guidelines:

- 1. Application
 - a. Please fill out completely with your information.
- 2. Cover Letter
 - a. Attach a letter addressed to Siksika Housing.
 - i. Details on your current living situation, and the reasons why you'd like to apply. The more details, the better as it paints a better picture for the Manager.
 - b. For Emergent Situations, please indicate so in your Cover Letter.
- 3. Income Verification
 - a. If employed, fill out the last form with your employer.
 - b. If unemployed, provide proof of income (Bank Statement, Social Assistance B&D, Notice of Assessment, AISH Notice, etc.)
- 4. Basic Home Maintenance
 - a. If you have completed the program, no document is necessary.
 - i. You can attach your certificate if you'd like.
 - b. If you have not completed the program, please let us know. We will place you on the waiting list for our next dates.

Complete applications can be submitted directly to the Siksika Housing office or emailed to the address below.

PLEASE NOTE: Applications missing any of the documents above will be deemed INCOMPLETE.

For questions or concerns please contact Siksika Housing by phone or email:

403-734-5200

housing@siksikanation.com

Thank you,

Siksika Housing Customer Service Representative

Introduction

Please complete this Application to the best of your knowledge. In addition to the information requested below, Siksika Housing also requires Applicants to provide a cover letter and reference letter with the Application.

Applicant Information		
Name	Sacrid 1	1301
Date of Birth	Status Number	Helicipa i
Phone Number	Email	Franco .
Co-Applicant Information (plea	se fill in if you are married or in common	n law relationship)
Name	acq elni i	
Date of Birth	Status Number (if applicable)	Fernand gleanan
Phone Number	Email	P. Gura yang Indian Myangga Sibadhari da I

Household Composition (list all adults, children, dependants who will be residing in the home)			
Occupant Name	Age		Relationship to Applicant
	-		to the manufacture of the property of the control o
wipered-physics in	TO PERSONAL TRANSPORTER		and a little speciality of healthy or also buy
		hey	Lite of the self-of man four free gue fators
			tal literated Miller Polysics and shetteric
		1000	are and the participant of the state of the
			F 1607

How many bedrooms	do you	require?		
				
Employment Info	rmatior	n and Househo	ld Income	
Primary Applicant Em	ployme	nt Information	<u>an en la companya de la companya de</u>	
Current Employer			`	
Address		· · · · · · · · · · · · · · · · · · ·		
Email (direct supervisor email)			Phone	
What is your Current Position/Title?			How long have you been employed in	
			this position?	
What is your current monthly income?	\$			
You are required to st recent pay stub. Pleas attached a copy to th	se confir	m you have	□ Yes, I hav	ve included a copy.
If you are currently <u>ur</u> answer the questions		ed and receiving	Social Assistance	e or other benefits, please
What is your source of	of month	ly income?	\$	
How long have you be benefits	een rece	iving these		
You are <u>required</u> to prental support such a program or a copy of indicating you can pa	s a lettei recent b	from support enefit payment	□ Yes, I hav	ve included a copy.
rent.				

Co-Applicant Employm	ent Information		
Current Employer			
Address			
Email		Phone	
(direct supervisors'			
email)			
What is your Current		How long have	
Position/Title?		you been	
		employed in this	
		position?	
What is your current	\$		
monthly income?			
You are required to sha most recent pay stub. F		Yes, I have ir	ncluded a copy.
have attached a copy to			
_	mployed and receivin	g Social Assistance	or other benefits, please
answer the questions.			
What is your source of	monthly income?	\$	
How long have you been receiving these			
benefits			
You are <u>required</u> to provide verification of		□ Yes, I have in	ncluded a copy.
rental support such as	• •		
program or a copy of re payment indicating you			
\$325 monthly rent.	can pay for the		
\$325 monthly lent.			
			<u>.</u>
Rental History (App	licant)		
Note: you must provide	at minimum one rento	l reference that can	be contacted.
Current Address			
How long boys you	Vene	What is your	
How long have you lived at this address?	years	current rent?) D
nveu at tills address?	Month(s)	Current rent:	
Can we contact this	□ Yes	If yes, please pro	vide name, phone, and
landlord for reference?		email of current	* • · · · · · · · · · · · · · · · · · ·

	□ Unsure		
Do you have any	□ Yes	Provide any details or	notes here:
outstanding arrears	□ No □ Unsure		
with utility companies?	C C.IDUIC		
Previous Address			
How long have you	years	What was your	\$
lived at this address?		monthly rent?	
	month(s)		
Can we contact this	□ Yes	If yes, please provide	name, phone, and
landlord for reference?	□ No	email of landlord:	
	□ Unsure		
Have you rented or	□ Yes	If yes, please provide	house number and
resided in a Siksika	□ No	years occupied:	
House previously?			
Rental History (Co-A			
Note: you must provide at	: minimum one rental re	eference that can be co	ontacted.
Current Address			
How long did you live	years	What is your \$	
at this address?		current rent?	
	Month(s)		i
Com combact this	D. Van	If you plant a provide	nome phone and
Can we contact this landlord for reference?	□ Yes □ No	If yes, please provide email of current land	· ·
iandiora for reference?	□ Unsure	emanor current landi	ora.

Do you have any	□ Yes	Provide any details or	notes here:
outstanding arrears	□ No		
with utility companies?	□ Unsure		
Previous Address			
How long did you live at this address?	years month(s)	What was your monthly rent?	\$
Can we contact this landlord for reference?	□ Yes □ No □ Unsure	If yes, please provide email of landlord:	name, phone, and
Have you rented or resided in a Siksika House previously?	□ Yes □ No	If yes, please provide years occupied:	house number and

Additional Information			
What is your relationship status?	_ _ _	Married Common Law Single Other?	If there are unique circumstances, please use this space to provide details:
Do you or any occupants in the home have any extraordinary or special needs?	0	Yes No	If yes, please list
Have you and, or the co- Applicant (if applicable) attended a Basic Home Maintenance Course offered by Siksika Housing?		Yes No	If no, would you like to receive a reminder for the next course that is offered?
Please confirm that you can pay the monthly rental fee of \$325 if you are allocated a unit?		Yes No Unsure	If unsure or unable, please provide details here:

Does your current home pose a health and/or safety risk to the occupants?	If yes, this must be supported by documentation such as an inspection report. Have you included a copy in this application?			
Do you currently reside in a temporary housing situation?	If yes, this must be justified with documentation from an authority or acceptable agent. Have you included a copy in this application?			
Is your current living situation considered overcrowded?	If yes, please describe the number of rooms and occupants:			
Is there any other information you would like Siksika Housing to know?	Please provide details here:			
Do you or the co- Applicant (if applicable) have any outstanding accounts owing to Siksika Housing, including Siksika Nation Housing?	□ Yes □ No □ Unsure	Please note that by submitting this Application, Applicants authorize Siksika Housing to verify this information.		
Have you and the co- applicant (if applicable) provided a cover letter?	□ Yes □ No	The cover letter should introduce the applicant and co-applicant, express your interest in applying for a Siksika House, and summarize your application. Note: Applicant and co-Applicant may submit one joint cover letter.		
Have you and the co- applicant (if applicable) provided a reference letter?	□ Yes □ No	Please provide details here:		
		Note: Applicant and co-Applicant may submit one joint written reference if relevant.		

Privacy Notice Statement

In accordance with the *Personal Information Protection and Electronic Documents Act*, Siksika Housing is committed to protecting the privacy of the personal information provided in this application.

Purpose of Collection and Use of Personal Information

The personal information collected, including, names, dates of birth, status numbers, phone numbers, email addresses, employment information, rental history, and records of accounts owed to the Siksika Nation is used for the sole purpose of assessing Applications pursuant to the Siksika Nation Housing Policy. This involves: (1) verifying Applicant(s) identity, eligibility, and assessing creditworthiness; (2) contacting provided references; (3) ensuring suitable accommodation based on household composition; and (4) complying with legal requirements.

By submitting this Application, Applicant(s) consent to Siksika Housing to collect, use, and disclose personal information for the above purposes. Applicants may withdraw consent at any time. Withdrawal of consent may render Siksika Housing unable to assess an Application.

Siksika Housing to collect, use, and information except as circumstant enforcement enforcement.

Siksika Housing will not disclose personal information to third parties without consent, except as required by law or in specific circumstances, such as a request from a law enforcement agency.

Protection, Retention and Disposal

Siksika Housing implements robust security measures to protect personal information against unauthorized access, disclosure, alteration, or destruction. Personal information in connection with an Application will be retained only as long as necessary for the fulfillment of the purposes for which it was collected or as required by law. Upon expiry of this period, personal information will be destroyed and/or anonymized.

Access and Corrections

Applicants have the right to access personal information held by Siksika Housing under this application and to request corrections if you believe the information is inaccurate or incomplete. For any inquiries or concerns regarding personal information, please contact housing@siksikanation.com

Authorization

All the information provided in this application is true as of date it is submitted. I authorize Siksika Housing to verify any information provided in this application, including employment, credit, character, and rental information.

Signature of	Date	
Applicant		
Signature of	Date	
Co-Applicant		

Office Use Only	
Name of Staff Accepting Application	Date & Time
Are there any attachments to the application?	If yes, please describe:
Upon review does this application have all required information to process and assess via approved guidelines?	If yes, file for review If no, please follow up with applicant to obtain missing information
Notes:	
	a en u o min Hospin qualit i se sulti feder i
	avic de la pay de la la la describilità della de



Canada

VERIFICATION OF INCOME

PROTECTED TO BE COMPLETED AND SI	GNED BY YOUR EMPLOYER		PROTECTE	D WHEN COMPLETED
To: Canada Mortgage and			Date	
	ge verification is provided to pplication for a loan under the	Canada Mortgage and Housing Corp he National Housing Act	poration in strict confidence	e, as requested by the
Employee's Name		Employee's Address	A THE STREET	
Name of Employer		Employer's Address	Telephone No	Language of
No. of Years Employed	Hours Per Week	Full Time Part Time	Seasonal	Weeks Per Year
Present Position or Job Classi	(Ication	Gross Income from Previous To	wo Years (Income before dec 20\$	luctions)
Present Regular Gross Salary \$	Per Hour \$	Per Week	1 \$	PerYear
Does employee receive earni	ngs from overtime work, bonus	es, commissions etc.? 🔲 No 📋	Yes (Please Explain)	
Prospects of Continued Empl	oynient and/or Comment MATION IS TRUE AND CORRE			
Name (Print Clearly)	Title		Signature	1969 1961