



Siksika Nation Housing Service Area



Housing Application Checklist

- ☐ Application
- ☐ Cover Letter
- ☐ Basic Home Maintenance
- ☐ Income Verification

Date Submitted: _____

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



SIKSIKA HOUSING APPLICATION FOR RENTAL HOUSING

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			
Date of Birth		Status Number	
Phone Number		Email	
Co-Applicant Information <i>(please fill in if you are married or in common law relationship)</i>			
Name			
Date of Birth		Status Number <i>(if applicable)</i>	
Phone Number		Email	

Household Composition *(list all adults, children, dependants who will be residing in the home)*

Occupant Name	Age	Relationship to Applicant

How many bedrooms do you require?		

Employment Information and Household Income			
Primary Applicant Employment Information			
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 share a copy of your most recent pay stub. Please confirm you have attached a copy to this application		<input type="checkbox"/> Yes, I have included a copy.	
If you are currently <u>unemployed</u> and receiving 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 rental support such as a letter from support program or a copy of recent benefit payment indicating you can pay for the \$325 monthly rent.	<input type="checkbox"/> Yes, I have included a copy.		

Co-Applicant Employment Information			
Current Employer			
Address			
Email (direct supervisors' 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 share a copy of your most recent pay stub. Please confirm you have attached a copy to this application		<input type="checkbox"/> Yes, I have included a copy.	
If you are currently <u>unemployed</u> and receiving 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 rental support such as a letter from support program or a copy of recent benefit payment indicating you can pay for the \$325 monthly rent.	<input type="checkbox"/> Yes, I have included a copy.		

Rental History (Applicant)			
<i>Note: you must provide at minimum one rental reference that can be contacted.</i>			
Current Address			
How long have you lived at this address?	___ years ___ Month(s)	What is your current rent?	\$
Can we contact this landlord for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide name, phone, and email of current landlord:	

	<input type="checkbox"/> Unsure	
Do you have any outstanding arrears with utility companies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Provide any details or notes here:

Previous Address			
How long have you lived at this address?	___ years ___ month(s)	What was your monthly rent?	\$
Can we contact this landlord for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	If yes, please provide name, phone, and email of landlord:	
Have you rented or resided in a Siksika House previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide house number and years occupied:	

Rental History (Co-Applicant)			
<i>Note: you must provide at minimum one rental reference that can be contacted.</i>			
Current Address			
How long did you live at this address?	___ years ___ Month(s)	What is your current rent?	\$
Can we contact this landlord for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	If yes, please provide name, phone, and email of current landlord:	

Do you have any outstanding arrears with utility companies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Provide any details or notes here:	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	If yes, please provide name, phone, and email of landlord:	
Have you rented or resided in a Siksika House previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide house number and years occupied:	

Additional Information			
What is your relationship status?	<input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Single <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list	
Have you and, or the co-Applicant (if applicable) attended a Basic Home Maintenance Course offered by Siksika Housing?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	If unsure or unable, please provide details here:	

Privacy Notice	
Statement	
In accordance with the <i>Personal Information Protection and Electronic Documents Act</i> , 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.	
Consent	Disclosure
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 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	Access and Corrections
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.	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 Applicant		Date	
Signature of Co-Applicant		Date	

Office Use Only			
Name of Staff Accepting Application		Date & Time	
Are there any attachments to the application?	<i>If yes, please describe:</i>		
Upon review does this application have all required information to process and assess via approved guidelines?	<i>If yes, file for review</i> <i>If no, please follow up with applicant to obtain missing information</i>		
Notes:			

