

## Rental Housing Application Checklist

### Housing Application Checklist Instructions:

- All areas of the attached application must be completed.
- Please answer all questions, yes or no in the box beside the question
- AgeCare / Hestia Group will **NOT** accept any application without the documents listed

### FAMILY INFORMATION

**Landed Immigrant: Long Landing Papers.** A Permanent Resident Card is Acceptable *If you arrived in Canada after 2000 then provide a copy of your landing papers for each Member of the family. The papers will say either **Confirmation of Immigration** or **Confirmation of Permanent Residence** on the top.*

### FAMILY NUMBERS

**Pregnancy:** A doctor's note confirming pregnancy and stating the due date for each member of the household who is pregnant.

**Change in Household numbers:** If you expect members of your family to increase within the next twelve months, provide confirmation of their arrival. (This may be a plane ticket or copy of a travel itinerary.)

### INCOME

**Working income: Each** person over the age of 15 years must show pay receipts (stubs) with the last month's gross earnings, or provide a letter on company letterhead from their employer stating the number of average hours worked per week and their hourly or monthly income.

**Self employed business owner:** (including taxi drivers) Copies of three month's sales and expenses.

**Employment Insurance:** One current pay receipt/cheque (stubs) or the confirmation of gross weekly amount (my current claim).

**Worker's Compensation** – One complete month of gross pay receipts (stubs).

**Social Assistance** – A copy of the 3-part medical services card with names, address and budget amount.



**AISH** – A copy of the 3-part AISH medical services card with names, address and budget amount.

**Child/Spousal Support** – Include proof of support, (bank statement or letter from your spouse or a copy of the Court order)

**If the following are direct deposits into your bank account, attach an official payment receipt or a copy of your bank statement as proof of amount.**

Old Age Securities     GST     Alberta Family Tax Credit

Canada Pension     Alberta Seniors Benefit     Child Tax Benefit

### ASSETS

**Bank Statement:** Provide recent bank statements showing a 30 day transaction history for all household bank accounts.

**Investment Income:** Attach a copy of a bank statement showing the investment value and the interest earned.

**Property:** If you or anyone in your household owns property, attach a copy of the mortgage agreement. If it is to be sold, verify how much money you will receive after the sale. If the property is foreclosed, submit a letter from your lawyer or bank as proof.

**Vehicle:** Attach a copy of any loan or lease papers for your vehicle.

### SCHOOL

**Student Loans and Grants** – Attach a copy of the School Funding Assessment showing payment for Tuition Fees, book costs and living allowance.

### EVICTION

**Eviction notice** – Attach a copy of an eviction notice from your landlord

### PHOTO ID

**Photo ID** - Attach a copy of government issued photo identification

**Completed Applications are to be Returned to:  
AgeCare Communities Care and Wellness  
140 Cambridge Glen Drive, Strathmore, AB, T1P1N3  
Att: Patricia Nyberg**

