



**ATIKAMEKSHENG ANISHNAWBEK
HOUSING RENTAL APPLICATION**

Date of Application		
Name of Applicant		
Number of bedrooms needed (redundant)		

1. Applicant Information

Please list the names of all of the individuals who will be living in the home. The first name on the list should be the primary occupant (head of the household). Under 'Relationship to Primary Occupant' this could be spouse/partner, children/dependents (son, daughter), and other family member such as aunt, grandparent or someone not related to the primary occupant.

Name (First and Last Name)	Date of Birth (MM/DD/YY)	Male or Female	Relationship to Primary Occupant	FN membership #
1.Primary Occupant:				
2.Secondary Occupant:				

Applicants are only entitled to list children for whom the applicant has custody. The Housing Department may request documentation to confirm custody arrangements to ensure National Occupancy Standards will be complied with.

2. Current Residential and Postal Address?

Street No. & Name/Box Number/R.R. #:		
First Nation/City/Municipality:	Province:	Postal Code:

Rental Application –FN rental unit What is your mailing address (if different from #2):

Street No. & Name/Box Number/R.R. #:		
First Nation/City/Municipality:	Province:	Postal Code:

3. Contact information (NTD: add row for email of each occupant)

	Home phone #	Work phone #	Cell phone #
Primary Occupant			
Secondary Occupant			



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4. Alternate Contact in Your Absence for messages

Name: _____	Home phone #	Work phone #	Cell phone #
Relationship: _____ (i.e. friend, relative)			

5. Employment History

Name of present employer/source of income:	
Employment Address:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Occupation:
Other Income:	
Note: *Applicant must provide copy of most recent T4 & current pay stub. *	

6. Information on your current and previous accommodation

Do you rent or own your current home (please check one)?		Rent <input type="checkbox"/>		
		Own <input type="checkbox"/>		
What is the monthly rent that you pay at your current address?		\$		
<i>Please provide information on your current and last residence</i>				
	From Date	To Date	Name of Landlord (if applicable)	Phone number for landlord
Current address				
Previous address				

7. Current Living Conditions:

- a. The current dwelling poses a health and/ or safety risk to the occupants (must be supported by documentation such as inspection report or someone with authority)

Provided detail:

- b. What is considered an overcrowded situation by the National Occupancy Standards (NOS): (NTD: item in this section can be moved to a note at the end of the document)

1. National Occupancy Standards' guidelines.

- a. **Suitable housing:**

- i. Suitable housing has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements.



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HOUSING RENTAL APPLICATION

Enough bedrooms based on NOS requirements means one bedroom for:

- ii. each cohabiting adult couple.
- iii. unattached household members 18 years of age and over.
- iv. same-sex pair of children under age 18.
- v. and additional boy or girl in the family, unless there are two opposite sex children under 5 years of age, in which case they are expected to share a bedroom.
- vi. A household of one individual can occupy a bachelor unit (i.e. a unit with no bedroom).

b. The current household is overcrowded; please provide details with supporting documents by authoritative agent and using NOS's guidelines above.

c. Presently are you residing in temporary type housing situation? If yes provide details and how long:

d. Yes No

c. Number of household member(s) who require disabled access or special modifications, please elaborate and justify by proper documentation:

d. What type of Housing are you and your family requiring? The house must meet National Occupancy Standards.

a. 1 bedroom 2 bedrooms 3 Bedrooms 4 Bedrooms

e. Gross Monthly Income:

Primary Applicant \$ _____/Month

Co-Applicant \$ _____/Month

Must provide proof of income – cheque stubs, bank statements, Income Assistance Affordability analysis to ensure applicant can afford monthly rent.



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HOUSING RENTAL APPLICATION

f. Two Reference Letters

An applicant must provide two reference letters. If an applicant is or has been a tenant in rental housing or is currently employed, the applicant must provide at least one reference from category i) or ii) below.

If an applicant has never been a tenant in rental housing or is not employed, they may provide two-character references.

Please indicate the category of reference you are providing with your application:

i) Current or past landlord

i. Yes [number of letters: ____] No N/A

ii) Current employer

ii. Yes [number of letters: ____] No N/A

iii) Character reference from an individual who is not the applicant's immediate family.

Yes [number of letters: ____] No N/A

The Atikameksheng Anishnawbek Housing Department has only requested personal information that is necessary for us to deliver the housing program, a core service provided by our government to members. We will store your personal information securely and only for as long as is necessary to allow us to offer the housing and services to our members. We will not share your personal information publicly or to third parties without your express consent, except if required by law.

*By signing this application, I consent to the Atikameksheng Anishnawbek Housing Department **collecting** and **storing** my personal information required to process this application.*

Primary occupant (please print)	
Signed	Date:

Secondary occupant (please print)	
Signed	Date:



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HOUSING RENTAL APPLICATION**

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL AND USED FOR THE PURPOSE DESCRIBED HEREIN.

For Housing unit use only		
<i>Check off appropriate box and print name where required</i>		
1. Date Received: _____ Via: Person <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/>	2. Acknowledge letter of receiving application and will be reviewed: Date: _____ by: _____	3. Review of application for completion? Date Reviewed: _____ Reviewer: _____ Complete: <input type="checkbox"/> Incomplete: <input type="checkbox"/>
4. Reason for incomplete _____ 	5. For incomplete application, contacted applicant by: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/> Date: _____ Notes: _____ Contacted person: _____ Reviewed by: _____	6. Application eligible or ineligible? Yes: <input type="checkbox"/> No: <input type="checkbox"/> details _____ _____
7. Confirmation letter for eligibility or ineligibility sent Date: _____ by: _____	8. Filed accordingly as eligible or Ineligible: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Date: _____ Inputted into the Housing Waiting list: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Date: _____	9. Date of Conditional Housing Offer: _____ by: _____ Accepted <input type="checkbox"/> Declined <input type="checkbox"/>
Authorized by Print: _____ Authorized by Signature: _____ Dated: _____		
Update # 1 Date: _____ Via: By: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/>	Any Changes to application? Provide details: _____ _____ _____	Received by: _____ _____
Update # 2 Date: _____ Via: By: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/>	Any Changes to application? Provide details: _____ _____ _____	Received by: _____ _____
Update # 3 Date: _____ Via: By: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/>	Any Changes to application? Provide details: _____ _____ _____	Received by: _____ _____