

# Housing Application Process and Form



## Application Process

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### Completing Your Application

**Complete** all sections of the application form that follows.

**Include** a copy of your most current income tax **Notice of Assessment (NOA)** (Line 15000 Total Income). This supporting document helps us to verify what housing programs you are eligible for and to determine your rental amount (if applicable). *Please refer to the NOA example on the back of this page.*

- If you do not have your most current NOA, call the Canada Revenue Agency (CRA) at 1-800-959-8281 to have a copy sent to you.
- Please note that you may be required to provide additional financial documents upon request.

**Ensure** the application is signed by yourself as the applicant and by the second applicant (if applicable).

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### Submitting Your Application

If you **downloaded** this application and filled it out on your device, please **save** the completed application and then **email** it and the supporting document(s) to [housing@gef.org](mailto:housing@gef.org). Otherwise, you can **print** your application and then **submit** it in one of the following ways below:

- **Scan** and **email** your application to [housing@gef.org](mailto:housing@gef.org).
- **Fax** your application to 780-488-3561.
- **Mail** or **drop off** in person your application to GEF Seniors Housing Central Services, 14220 109 Avenue, Edmonton, AB T5N 4B3.

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### Confirming Your Application

If you do not hear from us at GEF after ten (10) business days, please call 780-482-6561 or email us at [housing@gef.org](mailto:housing@gef.org).

Once your application is processed, we will contact you with the next steps. A housing interview will be required as a part of this application process. **Please note that housing is not automatically guaranteed by applying.**

**As finding a new home can be challenging, we have more information about GEF and our housing communities, as well as a Frequently Asked Questions (FAQ) on our website at [housing.gef.org](http://housing.gef.org).**

**If you have any questions about your application, please call 780-482-6561 during regular business hours or email us at [housing@gef.org](mailto:housing@gef.org).**

# Notice of Assessment (NOA) Example

Canada Revenue Agency / Agence du revenu du Canada | Page 1 | 0029417

WINNIPEG MB R3C 3M2 | 00011977

**1** [Redacted Name and Address]

**2** **Notice details**

Social insurance number	[Redacted]
Tax year	2022
Date issued	[Redacted]

C96RX224

**Notice of assessment**

We assessed your 2022 income tax and benefit return and calculated your balance.

[Redacted]

Thank you,  
Bob Hamilton  
Commissioner of Revenue

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**Account summary**

You have no amount to pay as a result of this assessment.

**Balance:** [Redacted]

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**Go paperless!**  
Get your mail online through My Account.  
1. Log in at [canada.ca/my-cra-account](https://canada.ca/my-cra-account).  
2. Select "Manage online mail".

T451 E (19)X

Canada

1. Your name and address.
2. Your notice details.
3. A message from the commissioner.
4. An account summary showing the final result of your tax return.
5. A summary of your tax return.
6. An explanation of changes and other important information.

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**Notice details**

Social insurance number	[Redacted]
Tax year	2022

**Tax assessment**

We calculated your taxes using the amounts below. The following summary is based on the information we have or you gave us.

We may review your return later to verify income you reported or deductions or credits you claimed. For more information, go to [canada.ca/taxes-reviews](https://canada.ca/taxes-reviews). Keep all your slips, receipts, and other supporting documents in case we ask to see them.

**Summary**

Line	Description	\$ Final amount	CR/DR
15000	Total income	[Redacted]	
23600	Net income	[Redacted]	
	Deductions from net income	[Redacted]	
26000	Taxable income	[Redacted]	
35000	Total federal non-refundable tax credits	[Redacted]	
61500	Total Alberta non-refundable tax credits	[Redacted]	
42000	Net federal tax	[Redacted]	
42800	Net Alberta tax	[Redacted]	
43500	Total payable	[Redacted]	
43700	Total income tax deducted	[Redacted]	
48200	Total credits	[Redacted]	
	Total payable minus Total credits	[Redacted]	
	Balance from this assessment	[Redacted]	
	<b>Final balance</b>	[Redacted]	

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**Explanation of changes and other important information**

We will automatically calculate your goods and services tax/harmonized sales tax credit based on your family net income, marital status, and qualified children. If you qualify for any credit for July 2023 to June 2024, we will soon let you know.

If you have any questions about your assessment, please call our Individual Tax and Enquiries line at 1-800-959-8281.

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# Housing Application Form

## SECTION 1: APPLICANT(S) INFORMATION

Personal Information	First Applicant	Second Applicant (if applicable)
<b>Legal Name</b>	Last:	Last:
	First:	First:
<b>Preferred Name</b> <i>(if applicable)</i>		
<b>Gender</b>		
<b>Date of Birth</b>	Day / Month / Year <i>1st Applicant must be at least 65 years old</i>	Day / Month / Year <i>2nd Applicant must be at least 60 years old</i>
<b>Citizen Status</b>	Canadian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	Canadian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If Yes, are you Privately Sponsored:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Yes, are you Privately Sponsored:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Refugee: <input type="checkbox"/> Yes <input type="checkbox"/> No	Refugee: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other:	Other:
<b>Marital Status</b>	<input type="checkbox"/> Single <input type="checkbox"/> Divorced	<input type="checkbox"/> Single <input type="checkbox"/> Divorced
	<input type="checkbox"/> Common Law <input type="checkbox"/> Married	<input type="checkbox"/> Common Law <input type="checkbox"/> Married
	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated	<input type="checkbox"/> Widowed <input type="checkbox"/> Separated
<b>Language spoken?</b>	What Language: _____	What Language: _____
	Interpreter Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Interpreter Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Financial Information	First Applicant	Second Applicant (if applicable)
<b>Line 15000 Total Income</b> from most current NOA	\$:	\$:
	Tax Year:	Tax Year:

**PLEASE INCLUDE A COPY OF YOUR MOST CURRENT NOTICE OF ASSESSMENT (NOA). THIS DOCUMENT IS MANDATORY FOR SUBSIDIZED AND AFFORDABLE HOUSING.**

*The personal information in this form is being collected by GEF Seniors Housing under section 33(c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering applications for subsidized housing or rental benefits. If you have questions regarding the collection of this information, please contact GEF Seniors Housing FOIP Coordinator, 780-482-6561 or 14220 109 Avenue, Edmonton, Alberta, T5N 4B3.*

### OFFICE USE ONLY

<b>GEF Applicant Code:</b>	<i>Application Received Date Stamp</i>
<b>Apartment:</b> <input type="checkbox"/> Subsidized <input type="checkbox"/> Affordable <input type="checkbox"/> Subsidized Affordable	
<b>Lodge:</b> <input type="checkbox"/> Subsidized <input type="checkbox"/> Affordable	
<b>Date Entered into Database:</b>	

Contact Information	First Applicant	Second Applicant (if applicable)
<b>Mailing Address</b> <i>Street, City, Postal Code</i>		
<b>Home Phone</b>		
<b>Mobile Phone</b>		
<b>Email</b>		
<b>Have you lived in a GEF building before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate year and building:	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate year and building:
<b>Do you smoke?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alternate Contact	First Applicant	Second Applicant (if applicable)
<b>Name</b>		
<b>Relationship</b>		
<b>Phone</b>		
<b>Email</b>		
Current Housing		
<b>What is your current living situation?</b> <input type="checkbox"/> Homeowner <input type="checkbox"/> Renter <input type="checkbox"/> Shelter <input type="checkbox"/> Family <input type="checkbox"/> Not Currently Housed <input type="checkbox"/> Other:		
<b>What month and year did you enter this situation?</b>		
	_____	_____
	<i>Month</i>	<i>Year</i>
<b>Current Landlord</b>	Name: _____	Phone: _____
	Email: _____	
	Property Management Company: _____	
<b>What are your current monthly payments?</b>	<input type="checkbox"/> Rent: \$ _____	<input type="checkbox"/> Mortgage: \$ _____
	<input type="checkbox"/> Utilities: \$ _____	<input type="checkbox"/> Other: \$ _____
<b>Have you received a Notice to Vacate?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, include a copy of the Notice.
<b>Previous Landlord</b>	Name: _____	Phone: _____
<i>If you have occupied current living situation for less than 2 years, complete this section</i>	Email: _____	Length of Occupation: _____
	Property Management Company: _____	
<b>Will you be moving with a pet?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Pet: _____
	If Yes, have you read the <a href="#">Pet Policy Questions and Answers?</a> (Available on <a href="http://housing.gef.org">housing.gef.org</a> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, have you completed and attached the Pet Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION 2: HOUSING INFORMATION

<b>Type of Housing</b> Choose only ONE	<input type="checkbox"/> <b>Apartment</b> <i>Self-contained apartment unit with a kitchen and private bathroom for independent living.</i>	<input type="checkbox"/> <b>Lodge</b> <i>Self-contained unit with private bathroom for independent living. Includes support services for meals, housekeeping, and activities and 24-hour, non-medical staff.</i>
<b>Unit Type</b>	<input type="checkbox"/> Bachelor <input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedroom	<input type="checkbox"/> Single Room <input type="checkbox"/> Double Room
<b>Housing Program</b> Choose only ONE  <i>Refer to <a href="http://housing.gef.org">housing.gef.org</a> for more information on housing programs</i>	<input type="checkbox"/> Subsidized <ul style="list-style-type: none"> <li>Rent 30% of gross monthly income</li> <li>Income criteria is required</li> </ul> <input type="checkbox"/> Subsidized Affordable <ul style="list-style-type: none"> <li>Rent is a fixed rate</li> <li>Income criteria is required</li> <li><i>Ottewell Terrace, Rosslyn Terrace, and Sakaw Terrace only</i></li> </ul> <input type="checkbox"/> Affordable <ul style="list-style-type: none"> <li>Rent is a fixed rate</li> <li>Income criteria is not required</li> <li><i>Sakaw Terrace only</i></li> </ul>	<input type="checkbox"/> Subsidized <ul style="list-style-type: none"> <li>Rent 30% of gross monthly income (plus lodge service fee)</li> <li>Income criteria is not required</li> </ul> <input type="checkbox"/> Affordable <ul style="list-style-type: none"> <li>Rent is a fixed rate (includes lodge service fee)</li> <li>Income criteria is not required</li> <li><i>Sakaw Terrace only</i></li> </ul>

### Building Preferences

**Preferred Building Name(s):**

*(Refer to List of Names on next page)*

**Do you require parking?**       Yes    No

**Do you require a walk-in shower?**       Yes    No

**Do you require a barrier-free unit?**       Yes    No

*(Barrier-free units may include wider doorways, lower cabinets, walk-in shower, etc. for accessibility)*

## SECTION 3: ADDITIONAL INFORMATION

**What is your preferred move-in period?**       0-6 Months       6-12 Months       12+ Months

**Where did you hear about GEF?**    Family    Friend    Tenant    Social Worker    Hospital/Doctor  
 Community Agency    SAGE Directory    Online    Other:

**Additional information you would like to provide:**

\_\_\_\_\_  
Signature of First Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Second Applicant (if applicable)

\_\_\_\_\_  
Date

# GEF SENIORS HOUSING BUILDINGS

## Subsidized Apartments

### Northwest

- Britannia Gardens
- Canora Gardens
- Lauderdale Terrace
- Mountwood
- Rosslyn Place Apts.
- Westlawn Courts

### Northeast

- Avenwood Corner
- Buchanan Manor
- Highland Place
- Londonderry Village
- Porta Place
- Virginia Park Apts.

### Downtown

- Ansgar Villa
- Cathedral Close
- Central Manor
- Groat House
- Kiwanis Place Apts.

### Southwest

- Knox-Met Manor
- Pleasantview Place Apts.
- Strathcona Place

### Southeast

- Bateman Manor
- Bethany Senior Citizens Home
- Gateway Manor
- Grace Garden Court
- Montgomery Place
- Ritchie Pioneer Place
- Trinity Hall
- Trinity Lutheran House

## Subsidized Affordable Apartments

### Northwest

- Rosslyn Terrace

### Southeast

- Ottewell Terrace
- Sakaw Terrace Apts.

## Affordable Apartments

### Southeast

- Sakaw Terrace Apts.

## Subsidized Lodges

### Northwest

- McQueen Place
- Meadowlark Place
- Rosslyn Place Lodge

### Northeast

- Beverly Place
- Virginia Park Lodge

### Downtown

- Kiwanis Place Lodge

### Southwest

- Pleasantview Place Lodge
- Queen Alexandra Place

### Southeast

- Ottewell Place Lodge
- Sakaw Terrace Lodge

## Affordable Lodges

### Southeast

- Sakaw Terrace Lodge