

# Housing Application Process and Form



# **Application Process**



#### **Completing Your Application**

Complete all sections of the application form that follows.

**Include** a copy of your most current income tax **N**otice **of A**ssessment **(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 <a href="https://housing.org.">housing.org.</a> 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.
- 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**

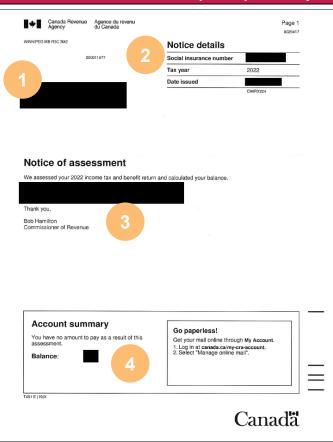
If you do not hear from us at GEF after ten (10) business days, please call 780-482-6561 or email us at housing@gef.org.

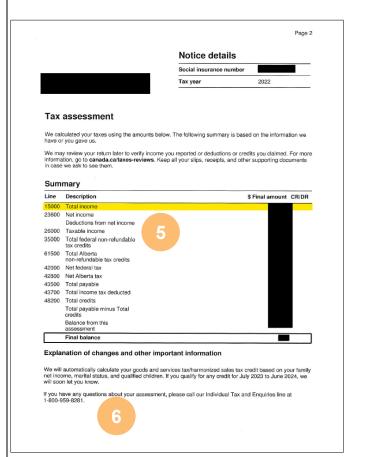
Once your application is processed, we will contact you with the next steps. A housing interview will be required as a part of this application process. **Please note that housing is not automatically guaranteed by applying.** 

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.

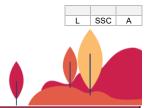
If you have any questions about your application, please call 780-482-6561 during regular business hours or email us at housing@gef.org.

# **Notice of Assessment (NOA) Example**





- 1. Your name and address.
- 2. Your notice details.
- 3. A message from the commissioner.
- 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.



# **Housing Application Form**

SECTION 1: APPLICANT(S) INFORMATION					
Personal Information	First Applicant	Second Applicant (if applicable)			
Legal Name	Last:	Last:			
	First:	First:			
Preferred Name (if applicable)					
Gender					
Date of Birth					
	Day / Month / Year 1st Applicant must be at least 65 years old	Day / Month / Year 2nd Applicant must be at least 60 years old			
Citizen Status	Canadian Citizen: Yes No	Canadian Citizen: Yes No			
	Permanent Resident: Yes No	Permanent Resident: Yes No			
	If Yes, are you	If Yes, are you Yes No Privately Sponsored:			
	Refugee:	Refugee:			
	Other:	Other:			
Marital Status	☐ Single ☐ Divorced	☐ Single ☐ Divorced			
	☐ Common Law ☐ Married	☐ Common Law ☐ Married			
	☐ Widowed ☐ Separated	☐ Widowed ☐ Separated			
Language spoken?	What Language:	What Language:			
	Interpreter Required: Yes No	Interpreter Required: Yes No			
Financial Information	First Applicant	Second Applicant (if applicable)			
Line 15000 Total Income	\$:	\$:			
from most current NOA	Tax Year:	Tax Year:			
	IDE A COPY OF YOUR MOST CURRENT NOMENT IS MANDATORY FOR SUBSIDIZED AN	· · · · · · · · · · · · · · · · · · ·			
and Protection of Privacy Act for	form is being collected by GEF Seniors Housing und the purpose of administering applications for subsic n of this information, please contact GEF Seniors H T5N 4B3.	dized housing or rental benefits. If you have			
OFFICE USE ONLY					
GEF Applicant Code:	A	Application Received Date Stamp			
Apartment:	Subsidized				
	Subsidized Affordable				
Lodge:	Subsidized				



Date Entered into Database:

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



SECTION 2: HOUSING INFORMATION					
Type of Housing Choose only ONE	Apartment Self-contained apartment unit with a kitchen and private bathroom for independent living.	Lodge Self-contained unit with private bathroom for independent living. Includes support services for meals, housekeeping, and activities and 24-hour, non-medical staff.			
Unit Type	<ul><li>☐ Bachelor</li><li>☐ One Bedroom</li><li>☐ Two Bedroom</li></ul>	☐ Single Room ☐ Double Room			
Housing Program Choose only ONE Refer to housing.gef.org for more information on housing programs	<ul> <li>Subsidized</li> <li>Rent 30% of gross monthly income</li> <li>Income criteria is required</li> </ul>	<ul> <li>Subsidized</li> <li>Rent 30% of gross monthly income (plus lodge service fee)</li> <li>Income criteria is not required</li> </ul>			
	<ul> <li>Subsidized Affordable</li> <li>Rent is a fixed rate</li> <li>Income criteria is required</li> <li>Ottewell Terrace, Rosslyn Terrace, and Sakaw Terrace only</li> </ul>	<ul> <li>Affordable</li> <li>Rent is a fixed rate (includes lodge service fee)</li> <li>Income criteria is not required</li> <li>Sakaw Terrace only</li> </ul>			
	<ul> <li>Affordable</li> <li>Rent is a fixed rate</li> <li>Income criteria is not required</li> <li>Sakaw Terrace only</li> </ul>				
Building Preferences					
Preferred Building Name	(s):				
(Refer to List of Names on ne	xt page)				
Do you require parking?	☐ Yes ☐ No				
Do you require a walk-in	shower?				
Do you require a barrier-f	ree unit? Yes No				
(Barrier-free units may include	e wider doorways, lower cabinets, walk-in sho	wer, etc. for accessibility)			
<b>SECTION 3: ADDITI</b>	ONAL INFORMATION				
What is your preferred m	ove-in period?	6-12 Months 12+ Months			
Where did you hear abou ☐ Community Agency ☐	t GEF? ☐ Family ☐ Friend ☐ Tenan SAGE Directory ☐ Online ☐ Other:	—			
Additional information yo	u would like to provide:				
Sigr	nature 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.

Kiwanis Place Lodge

#### 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

#### Southeast

Rosslyn Terrace

Ottewell Terrace Sakaw Terrace Apts.

#### **Affordable Apartments**

#### Southeast

Sakaw Terrace Apts.

#### Subsidized Lodges

#### Northwest

- McQueen Place
- Meadowlark Place
- Rosslyn Place Lodge
- Southwest

#### **Northeast**

#### **Downtown**

- **Beverly Place**
- Virginia Park Lodge

#### Southeast

- Pleasantview Place Lodge
- Queen Alexandra Place

- Ottewell Place Lodge
- Sakaw Terrace Lodge

#### Affordable Lodges

#### **Southeast**

Sakaw Terrace Lodge

