

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).

2

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/hous

- 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.

3

Confirming Your Application

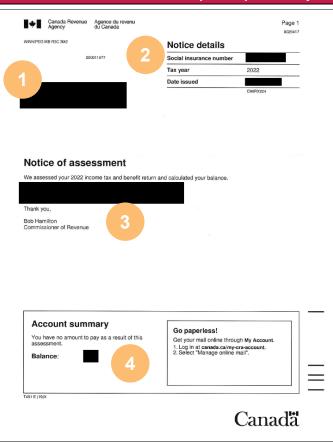
If you do not hear from us at GEF after ten (10) business days, please call 780-482-6561 or email us at housing@gef.org.

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.

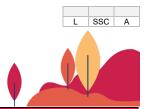
If you have any questions about your application, please call 780-482-6561 during regular business hours or email us at housing@gef.org.

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: APPLIC | ANT(S) INFORMA | TION | | |
|--|---|-----------------------|---|-------------|
| 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 Privately Sponsored: | ☐ Yes ☐ No | If Yes, are you Privately Sponsored: | ☐ Yes ☐ No |
| | Refugee: | ☐ Yes ☐ No | Refugee: | ☐ Yes ☐ No |
| | 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 a | pplicable) |
| Line 15000 Total Income from most current NOA | \$: | | \$: | |
| | Tax Year: | | Tax Year: | |
| | | | TICE OF ASSESSMENT (NIND AFFORDABLE HOUSING | , |
| The personal information collector program. This collection is author personal information, contact GE | rized by section 4(c) of the Pro | otection of Privacy A | Act. For questions about the col | llection of |
| | OFFICE | USE ONLY | | |
| GEF Applicant Code: | GEF Applicant Code: | | Application Received Date | e Stamp |
| Apartment: | Subsidized | Affordable | | |
| | Subsidized Affordable | | | |
| Lodge: | Subsidized | Affordable | | |



| 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 b | ☐ Yes ☐ No ouilding: | If Yes, indicate year and l | ☐ Yes ☐ No building: | |
| 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 | | | | | |
| - | | - | Month | Year | |
| Current Landlord | Name: | | Phone: | | |
| | Email: | | | | |
| | Property Management Company: | | | | |
| What are your current monthly payments? | | Rent: \$ | ☐ Mortgage | 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? Yes No | | | | |
| | | | | | |



| SECTION 2: HOUSI | NG 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 | ☐ Bachelor☐ One Bedroom☐ Two Bedroom | ☐ Single Room ☐ Double Room |
| Housing Program Choose only ONE Refer to housing.gef.org for more information on housing programs | Subsidized Rent 30% of gross monthly income Income criteria is required | Subsidized Rent 30% of gross monthly income (plus lodge service fee) Income criteria is not required |
| | Subsidized Affordable Rent is a fixed rate Income criteria is required Ottewell Terrace, Rosslyn Terrace, and Sakaw Terrace only | Affordable Rent is a fixed rate (includes lodge service fee) Income criteria is not required Sakaw Terrace only |
| | Affordable Rent is a fixed rate Income criteria is not required Sakaw Terrace only | |
| 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) |
| SECTION 3: ADDITION | ONAL INFORMATION | |
| What is your preferred m | ove-in period? 0-6 Months | 6-12 Months 12+ Months |
| Where did you hear abou ☐ Community Agency ☐ | _ | <u> </u> |
| Additional information yo | ou would like to provide: | |
| | | |
| | | |
| Sigi | 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

Southwest

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

Northeast

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

Southeast

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

Central

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

Subsidized Affordable Apartments

Northwest

Rosslyn Terrace

Tegler Terrace

Central

Tegler Manor

Southeast

Central

- Ottewell Terrace
- Sakaw Terrace Apts.

Kiwanis Place Lodge

Affordable Apartments

Southeast

Sakaw Terrace Apts.

Subsidized Lodges

Northwest

- McQueen Place
- Meadowlark Place
- Rosslyn Place Lodge

Southwest

Pleasantview Place Lodge

Queen Alexandra Place

Northeast

- Beverly Place
- Virginia Park Lodge

Southeast

- Ottewell Place Lodge
- Sakaw Terrace Lodge

Affordable Lodges

Southeast

Sakaw Terrace Lodge

