

Housing Application Process and Form



Application Process

1

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).

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 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.
- **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

 Canada Revenue Agency
Agence du revenu du Canada

Page 1
0229417

WINNIPEG MB R03 3M2
000011977

1

2

Notice details

Social insurance number	
Tax year	2022
Date issued	

C06RX224

Notice of assessment

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

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:

Go paperless!

Get your mail online through My Account.
1. Log in at 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.

Notice details

Social insurance number	
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. 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		
23600	Net income		
	Deductions from net income		
26000	Taxable income		
35000	Total federal non-refundable tax credits		
61500	Total Alberta non-refundable tax credits		
42000	Net federal tax		
42800	Net Alberta tax		
43500	Total payable		
43700	Total income tax deducted		
48200	Total credits		
	Total payable minus Total credits		
	Balance from this assessment		
	Final balance		

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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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START

Housing Application Form



SECTION 1: APPLICANT(S) INFORMATION

Personal Information	First Applicant	Second Applicant (if applicable)
Legal Name	Last:	Last:
	First:	First:
Preferred Name <i>(if applicable)</i>		
Gender		
Date of Birth	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>
Citizen Status	Canadian Citizen: ☐ Yes ☐ No	Canadian Citizen: ☐ Yes ☐ No
	Permanent Resident: ☐ Yes ☐ No	Permanent Resident: ☐ Yes ☐ No
	<i>If Yes, are you</i> ☐ Yes ☐ No	<i>If Yes, are you</i> ☐ Yes ☐ No
	<i>Privately Sponsored:</i> ☐ Yes ☐ No	<i>Privately Sponsored:</i> ☐ 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 applicable)
Line 15000 Total Income 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

GEF Applicant Code:	<i>Application Received Date Stamp</i>
Apartment: ☐ Subsidized ☐ Affordable ☐ Subsidized Affordable	
Lodge: ☐ Subsidized ☐ Affordable	
Date Entered into Database:	

Contact Information	First Applicant	Second Applicant (if applicable)
Mailing Address <i>Street, City, Postal Code</i>		
Home Phone		
Mobile Phone		
Email		
Have you lived in a GEF building before?	☐ Yes ☐ No If Yes, indicate year and building:	☐ Yes ☐ No If Yes, indicate year and building:
Do you smoke?	☐ Yes ☐ No	☐ Yes ☐ No
Alternate Contact	First Applicant	Second Applicant (if applicable)
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 you enter this situation? _____ _____ <i>Month</i> <i>Year</i>		
Current Landlord	Name: _____ Phone: _____	
	Email: _____	
	Property Management Company: _____	
What are your current monthly payments? ☐ Rent: \$ _____ ☐ Mortgage: \$ _____ ☐ Utilities: \$ _____ ☐ Other: \$ _____		
Have you received a Notice to Vacate? ☐ Yes ☐ No If Yes, include a copy of the Notice.		
Previous Landlord <i>If you have occupied current living situation for less than 2 years, complete this section</i>	Name: _____ Phone: _____	
	Email: _____ Length of Occupation: _____	
	Property Management Company: _____	
Will you be moving with a pet? ☐ Yes ☐ No Type of Pet: _____		
If Yes, have you read the Pet Policy Questions and Answers ? ☐ Yes ☐ No (Available on housing.gef.org)		
If Yes, have you completed and attached the Pet Application? ☐ Yes ☐ No		

SECTION 2: HOUSING INFORMATION

Type of Housing Choose only ONE	☐ Apartment <i>Self-contained apartment unit with a kitchen and private bathroom for independent living.</i>	☐ Lodge <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>
Unit Type	☐ Bachelor ☐ One Bedroom ☐ Two Bedroom	☐ Single Room ☐ Double Room
Housing Program Choose only ONE <i>Refer to housing.gef.org for more information on housing programs</i>	☐ 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 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.

Central

- 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
- Tegler Terrace

Central

- Tegler Manor

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

Central

- Kiwanis Place Lodge

Southwest

- Pleasantview Place Lodge
- Queen Alexandra Place

Southeast

- Ottewell Place Lodge
- Sakaw Terrace Lodge

Affordable Lodges

Southeast

- Sakaw Terrace Lodge