



Saskatoon Housing Authority

525 - 24th STREET EAST  
SASKATOON, SASKATCHEWAN  
S7K 0K9  
(306) 668-2700

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# ***FAMILY HOUSING APPLICATION***

Saskatoon Housing Authority manages a subsidized housing program for families who otherwise could not afford quality housing.

Upon receipt of a completed application Saskatoon Housing Authority will complete an assessment of the applicant's housing needs to determine priority for subsidized housing. Applicants are offered housing in order of priority of need (instead of first-come, first served) as housing units become available.





## INCOME VERIFICATION

### THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION:

- a) A signed letter from the present employer for EACH employed member in your family, stating the GROSS rate of pay, hours per week and total earnings in the last 12 months.
- b) An Income Tax Return Information printout for the most recent tax year for all adult household members. This is available **ONLY** by calling Revenue Canada at 1-800-959-8281.
- c) If you or any member of your family are receiving Social Services, Employment Insurance, Workers' Compensation, or a pension, copies of the cheque stub(s) from the previous month must be attached.
- d) Student Assessment data sheets from student loans, scholarships, bursaries, grants and/or provincial training allowances (breakdown of Income & Expenses letter) obtained over the last 12 months with commencement and completion dates of the related educational program.
- e) Verification of child support, maintenance payments and/or alimony.
- f) Self-employed family members must attach a copy of the previous year's income tax return.

***The Housing Authority reserves the right to request documentation as it deems necessary as proof of income.***

## DECLARATION

I understand this application does not constitute an agreement on the part of the Housing Authority or its representatives to provide me with accommodation.

I hereby authorize the Housing Authority to investigate any or all of the statements made herein, being fully aware that discovery of any false statements shall cancel further consideration of my application.

**I acknowledge that the Housing Authority has a no pet policy and that I fully understand this policy.**

I further acknowledge the right of the Housing Authority or its agent at any time prior to the execution and delivery to me of a lease hereby applied for, to withdraw, revoke or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.

I acknowledge and hereby authorize the Housing Authority to investigate and/or make any inquiries regarding references from past or present landlords, utility companies, and employers.

I acknowledge that this application becomes the property of the Housing Authority upon delivery by me to it or its agent.

I agree and consent that credit inquiries may be made and credit reports obtained and/or prepared at any time in connection with the housing hereby applied for.

I hereby declare the information provided on this application is true, correct, and complete.

***Please ensure all questions on the application have been answered fully and all income verification accompanies your application.***

Dear Applicant:

Saskatoon Housing Authority provides a subsidized housing program for people in need of housing who otherwise could not afford good quality housing in Saskatoon.

There are housing projects in the neighborhoods of Caswell Hill, City Park, College Park, Confederation Park, Dundonald, Fairhaven, Holiday Park, King George, Lakeview, Lawson Heights, Massey Place, Mount Royal, Pacific Heights, Parkridge, Pleasant Hill, Riversdale, Silverwood Heights, Sutherland, Westmount, Westview Heights, and Wildwood.

The Seniors' housing projects are Clinkskill Manor (115-19<sup>th</sup> St. E.), Fifth Avenue Apartments/Place (425 & 439 5<sup>th</sup> Ave. N.), Scott and Forget Towers (2501 & 2503 Louise St.), Harry Landa Court (805 Ave. P N.), King Edward Place (530 25<sup>th</sup> St. E.), Kiwanis Manor (125 Ave. B N.), McAskill Manor (2315 20<sup>th</sup> St. W.), McNaughton Place (302 6<sup>th</sup> Ave. N.), Riversdale House (332 Ave. B S.), Shepherd Apartments (535 24<sup>th</sup> St. E.) and Sutherland House (201 108<sup>th</sup> St.).

Provided your application is fully completed with all requested income verification (see back of application) and two landlord references provided with your application, the assessment process will begin. Eligibility and priority for subsidized housing is primarily determined by income and/or dependent children; however, other factors are taken into consideration. In the event we need to meet with you to complete this assessment, we will contact you for either an office or home visit. Otherwise, the assessment will be completed and your name added to our wait/approved list.

We will call you when a unit comes available for you. **Please wait for our call.** If you do not hear from us, it is because we have nothing to offer you at this time. Due to the number of applications we receive and the low vacancy rate, it may be some time before we are in a position to offer you housing. If you need housing immediately, you may wish to consider other housing alternatives while waiting for placement with Saskatoon Housing Authority.

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525-24<sup>TH</sup> STREET EAST  
SASKATOON, SASKATCHEWAN  
S7K 0K9 (306) 668-2700  
Fax (306) 668-2701

DATE: \_\_\_\_\_

Dear Employer:

**RE:** \_\_\_\_\_  
FULL NAME AND ADDRESS

The above has applied for accommodation in a unit under the management of this Authority, and in accordance with the requirements for our housing the incomes of all families must be verified.

It would be appreciated if you would supply the information indicated below, and we thank you in advance for your co-operation in this matter.

Yours truly,

SASKATOON HOUSING AUTHORITY

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1. Present Rate of Pay \$ \_\_\_\_\_ per \_\_\_\_\_  
(Hour, weekly, monthly, etc)

2. Total Earnings During  
Past Twelve Months \$ \_\_\_\_\_

3. Number of Hours per Week \_\_\_\_\_ hrs. **If hours vary please indicate  
maximum \_\_\_\_\_ hours per week**

3. Date employment Began \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Company Name)

Phone \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

Date \_\_\_\_\_, 20 \_\_\_\_\_



## SASKATOON HOUSING AUTHORITY

### REFERENCE AND TENANCY HISTORY

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

RENTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Saskatoon Housing Authority reserves the right to contact the landlord to verify all information is true and correct.

I hereby authorize \_\_\_\_\_ to disclose information regarding my tenancy at the above address to the Saskatoon Housing Authority.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<b>TO BE COMPLETED BY THE LANDLORD</b>
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Tenancy from \_\_\_\_\_ to \_\_\_\_\_

Monthly Rent Payable \$ \_\_\_\_\_

Utilities included with Rent:

- Energy
- Water
- Power

Rental Payments:

- Pays consistently on or before the 1<sup>st</sup> of month.
- Pays usually on or before the 1<sup>st</sup> of the month.
- Pays usually on or before the 5<sup>th</sup> of the month.
- Pays usually before the 15<sup>th</sup> of the month.
- Pays balance of rent by the 20<sup>th</sup> of month
- Always Late
- Other \_\_\_\_\_
- Tenant calls to make/discuss payment arrangements when necessary

OVER→

# of late rent notices on file: \_\_\_\_\_

# of evictions due to Non Payment of Rent: \_\_\_\_\_

Arrears outstanding to date: \_\_\_\_\_

Unit Maintenance

- Excellent
- Good
- Fair
- Poor
- Unknown/not noted in file

Yard Maintenance

- Good
- Poor
- Not Applicable

Complaints/Tenancy Problems

- Pet on premises when not allowed
- Others living in the unit when not on the Lease Agreement
- Noise/Disturbance/Illegal Activity \_\_\_\_\_ # of Complaints \_\_\_\_\_
- Unit kept in poor condition and/or damages done to unit
- Other \_\_\_\_\_

Gave Proper notice?

- Yes
- No

Balance owing upon Vacating;

Rent Outstanding: \_\_\_\_\_ Damages: \_\_\_\_\_ Cleaning: \_\_\_\_\_

General Comments:

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Security Deposit:

- Was returned in full
- Partially returned: Explain: \_\_\_\_\_
- Not returned

Stamp of Rental Agency (if applicable)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime Phone #