

Application for Apartments – Seniors

Thank you for considering a Heartland Housing Foundation (HHF) community as place to call home. This form will help you decide if independent apartment living meets your needs and what the steps are for applying. If you have questions, please see the contact information for lodges on the second page.

WHAT IS INDEPENDENT LIVING WITHOUT SUPPORTS?

Apartments provide fully independent living options for seniors 65 years of age or older with affordable rent-geared-to-income and near market options dependent on income level. Unlike our lodges, tenants are fully independent and maintain their own shopping, meals, and cleaning. There are no on-site staff and non-emergency maintenance is completed during business hours.

WHO IS ELIGIBLE TO APPLY?

- ☐ 65 years or older with a core housing need:
 - This need is determined by assessing if the household is unable to maintain adequate or suitable accommodation without paying more than 30% of their total annual household income on rent and by,
 - Not exceeding the total annual income below the threshold (listed below).

The below 2025 income threshold table defines the **maximum combined household income level for the bedroom size you are applying for**. These amounts are updated by the Government of Alberta each year.

	1 Bedroom	2 Bedroom
Maximum Combined Household Income	\$51,500	\$63,500

- ☐ A Canadian citizen, Permanent Resident, individual(s) sponsored by the Government of Canada, individual(s) who have applied for refugee status or a Ukrainian evacuee who arrived in Alberta through the Canada-Ukraine Authorization for Emergency Travel Program (CUAET).
- ☐ Functionally independent with or without community-based services (e.g. homecare).
- ☐ **Silver Birch Manor Only** – Did you know that rent that is more than 30% of total income is considered unaffordable? Heartland Housing Foundation encourages all applicants to consider their risks related to unaffordability. For more details, please visit:
 - <https://www.heartlandhousing.ca/housing-directory/seniors-near-market-pts/silver-birch-manor>

WHAT ARE THE STEPS TO FINDING YOUR NEW HOME?

Step 1 – Explore Your Options

You can find information about all independent living options on our website. Photos and amenity details are available by visiting: www.heartlandhousing.ca.

Step 2 – Completing the Application

- ☐ Complete the application (starting on page 3) and include:
 - ☐ Proof of income – Most recent Income Tax Notice of Assessment (NOA).
 - A copy of your NOA can be downloaded from your online CRA account or may be requested by calling the Canada Revenue Agency: **1-800-959-8281**.

Step 3 – Submitting Your Application

- ☐ Mail, email or drop off your application at the applicable lodge listed on the next page (page 2).

Locations		
Lakeside Legion Manor & Apple Blossom Manor	Silver Birch Manor	Dr. T.W.E Henry House, Fort Lions Haven & Homestead Place
Clover Bar Lodge 1040 Iris Evans Way Sherwood Park, AB T8H 2X5 PH: (780) 467-7360 FAX: (587) 456-0565 cbl@heartlandhousing.ca	Silver Birch Lodge 914 Bison Way Sherwood Park, AB T8H 2C4 PH: (780) 400-3600 FAX: (780) 467-7018 sbl@heartlandhousing.ca	Dr. Turner Lodge 9422 - 94 Avenue Fort Saskatchewan, AB T8L 0T7 PH: (780) 998-3321 FAX: (780) 998-0352 dtl@heartlandhousing.ca

Step 4 – Processing Your Application

All applicants will be contacted upon receipt of their application within 5 business days. A staff member will collect any missing information and if you are eligible, set up a time at your preferred location to meet and learn more about you (in-person or virtual options available).

Step 5 – Application Review Meeting

This meeting will give you further insight to your preferred location and help ensure it meets your wellness needs and level of independence. Approved applications are prioritized based on need (e.g. core housing need, risk level, target populations and income).

An applicant applying for an affordable-RGI apartment who has a higher level of need will be offered accommodation or prioritized higher on our waitlist(s).

A. SELECT YOUR PREFERRED LOCATION(S)

- **Affordable-RGI Apartments** – Rent Geared to Income (RGI) rent based on 30% of the household's gross monthly income.
 - Waitlists are priority scored based on need (e.g. housing need, risk level, and income) as per Social Housing Accommodation Regulations.
- **Near-Market Apartments** – Fixed rates set annually at least 10% below comparable market rents.
 - Waitlists are not priority scored and are available as first-come-first-served, based on the application date.

- ☐ Silver Birch Manor – **Near-Market** (Sherwood Park)
- ☐ Apple Blossom Manor – **Affordable-RGI** (Sherwood Park)
- ☐ Lakeside Legion Manor – **Affordable-RGI** (Sherwood Park)
- ☐ Dr. T.W.E. Henry House – **Affordable-RGI** (Fort Saskatchewan)
- ☐ Fort Lions Haven – **Affordable-RGI** (Fort Saskatchewan)
- ☐ Homestead Place – **Affordable-RGI** (Josephburg)

B. APPLICANT INFORMATION

SECTION 1: Contact Information

Do you have a co-applicant you are applying with?		<input type="checkbox"/> Yes <input type="checkbox"/> No If YES , please enter their information in this column.
	Primary Applicant	Co-Applicant
Legal Name	First:	First:
	Last:	Last:
Pronouns	<input type="checkbox"/> Female (she/her) <input type="checkbox"/> Male (he/him) <input type="checkbox"/> Other (please provide) _____	<input type="checkbox"/> Female (she/her) <input type="checkbox"/> Male (he/him) <input type="checkbox"/> Other (please provide) _____
Date of Birth	(DD/MM/YYYY)	(DD/MM/YYYY)
Citizenship Status	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other _____	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other _____
Primary Phone #		
Phone # Type	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/>
Primary Email		

SECTION 2: Current Accommodation

CURRENT ADDRESS	
Dates of Occupancy (MM/DD/YYYY – MM/DD/YYYY):	
<p>1. Is your current accomodation: <input type="checkbox"/> Owned <input type="checkbox"/> Rented</p> <p><input type="checkbox"/> Temporary (staying with relatives) <input type="checkbox"/> Other (Specify) _____</p> <p><i>*If you currently do not have a permanent address (e.g. live in a hotel or staying with relatives), this will be considered when assessing your priority score.</i></p> <p>2. If renting, please fill out the additional 'Consent to Landlord Reference Check' form on page 6.</p> <p>3. *Have you received a Notice to Vacate? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*This question helps us determine your housing need when assessing your priority score. If you answered yes, please include a copy of the Notice to Vacate in your application.</i></p>	

SECTION 3: Income Information

To verify your household's total income and ensure it remains under the income threshold:

- Please submit your **most recent Income Tax Notice of Assessment (NOA)** from Canada Revenue Agency showing the amount on Line 15000. This information will be used to determine affordable housing eligibility (income threshold) and may also be used to calculate your rent (applicable to RGI housing).
- To ensure you are receiving all eligible benefits, double check that you are receiving everything you qualify for. These may include Old Age Security, Guaranteed Income Supplement, Alberta Seniors Benefit, Social Assistance, Canada Pension Plan, or the Veteran Affairs Benefit.

Specific to those applying to Silver Birch Manor only: When we receive applications that indicate a high-risk tenancy based on a rent to income ratio of 50% or more, we will contact those applicants to verify income sources, expenses and available supports.

With the applicant, we will establish if a tenancy can be sustained based on the household income and offer resources or referrals to other housing options if necessary. Applications indicating a high risk tenancy, in terms of a high rent to income ratio, will only be considered and approved in limited scenarios on a case-by-case basis.

	PRIMARY APPLICANT	CO-APPLICANT
Line 15000 of most recent NOA	\$ _____	\$ _____

SECTION 4: Identifying Target Populations (Optional)

If you or any member of your household identifies with any of the following populations, please check applicable boxes below. Definitions outlined by the Alberta Government can be found in the document: [Target Populations](#). **This table does not apply to applicants applying exclusively to Silver Birch Manor.**

NOTE: Populations listed in bold with an asterisk (*) may require follow up with your social worker.		<input type="checkbox"/>	Indigenous person
<input type="checkbox"/>	Person with a disability	<input type="checkbox"/>	Individual fleeing violence*
<input type="checkbox"/>	Person at risk of homelessness*	<input type="checkbox"/>	Dealing with mental health & addictions*
<input type="checkbox"/>	Veteran	<input type="checkbox"/>	Recent immigrant or refugee
<input type="checkbox"/>	Racialized group	<input type="checkbox"/>	Diverse sexual orientation, or gender identity

C. HOW DID YOU HEAR ABOUT US?

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Website/Online Search | <input type="checkbox"/> Brochure | <input type="checkbox"/> Family & Community Services |
| <input type="checkbox"/> Current HHF Resident | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Facebook or Social Media |
| <input type="checkbox"/> Other _____ | | |

D. APPLICANT'S DECLARATION & CONSENT

The application cannot be processed if it is not authorized by both applicants (if applicable).

1. I/we authorize HHF to make any inquiries necessary to any government office organization, agency, or individual for the purposes of verifying the information provided in this application.
2. I/we authorize HHF to contact and receive information from current and/or previous landlords to complete reference checks for the purposes of assessing suitability as a prospective tenant.
3. I/we understand that this personal information is being collected under the authority section 33(c) of the Freedom of Information and Protection of Privacy Act. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with Alberta privacy legislation and can be reviewed or corrected upon request.
4. Questions regarding the collection of personal information can be directed to the FOIP Coordinator at Heartland Housing Foundation by phone at 780-400-3500 or by email at info@heartlandhousing.ca.
5. I/we authorize HHF to contact me for statistical purposes. All information will remain anonymous, and I/we can decline participation at any time.
6. I/we understand that:
 - This application is not an agreement on the part of HHF to provide me/us with housing.
 - Failing to respond to requests by HHF for additional information of documentation may result in the application being cancelled.
 - Providing false information to HHF may result in the application being cancelled or no longer being eligible for services.
 - If I/we are being considered for an available unit, HHF may need additional information to make my/our information up to date and ensure that our household still qualifies.
 - It is my/our responsibility to keep HHF updated with any changes to my/our household circumstances including but not limited to changes in contact information, address, household composition, or income.

(Signature of Primary Applicant)

(Signature of Co-Applicant)

(Date)

E. EMAIL CONSENT

1. I/we agree to correspond with HHF through email, and hereby:
 - Authorize HHF to communicate with me/us by email for any correspondence, requests for information, or any other documents as necessary,
 - Understand that this authorization remains in effect unless cancelled in writing,
 - Understand that I may cancel this authorization in writing at any time which may affect the timeliness of any updates to my application, and
 - Understand that email is not a secure form of communication and interception by a third party is possible, and that the confidentiality of any email message cannot be ensured.

(Signature of Primary Applicant)

(Signature of Co-Applicant)

(Date)

FOR OFFICE USE ONLY

Reviewed By: _____ **Title:** _____ **Initials:** _____

☐ **Application Incomplete** Reason(s) _____

☐ **Application Accepted** ☐ **Application Ineligible - Reason(s)** _____

☐ **Applicant contacted on (date):** _____ ☐ **Support Services Recommended to Applicant (if applicable)**

65+ Apartments

CONSENT TO LANDLORD REFERENCE CHECK

SECTION ONE – PERSONAL INFORMATION		
First Name(s)	Last Name	Preferred Name (if different)
SECTION TWO – AUTHORIZATION LETTER		
<p>This is to identify that I, _____, in accordance with section 40 (1)(d) of the Freedom of Information and Protection of Privacy Act, hereby authorize my landlord(s) to answer questions requests by staff at Heartland Housing Foundation conducting this reference check for the purpose of;</p> <ul style="list-style-type: none"> Determining my (and my household's) eligibility for 65+ apartment living; and Administering the program in which I (and my household) am/are participating in <p>Heartland Housing Foundation may ask any landlord you list the following questions:</p> <ol style="list-style-type: none"> Can you confirm that the applicant rented from you? Please list the start and end dates of their tenancy. Does the applicant pay their monthly rent on time? Does the applicant reasonably take care of the rental property? If a past tenancy, was the unit clean and in good order when the applicant left? Was the applicant disruptive to other tenants or neighbors? Does anyone else live with the applicant? Would you rent to this tenant again? If no, why? 		
Landlord Name:	Phone #:	Email:
Tenancy Start Date:	Tenancy End Date (if applicable):	
SECTION THREE – AUTHORIZATION SIGNATURE		
I understand that this authorization will remain valid from this date forward unless revoked by me in writing.		
Applicant Signature	Co-Applicant Signature	Date (DD/MM/YYYY)

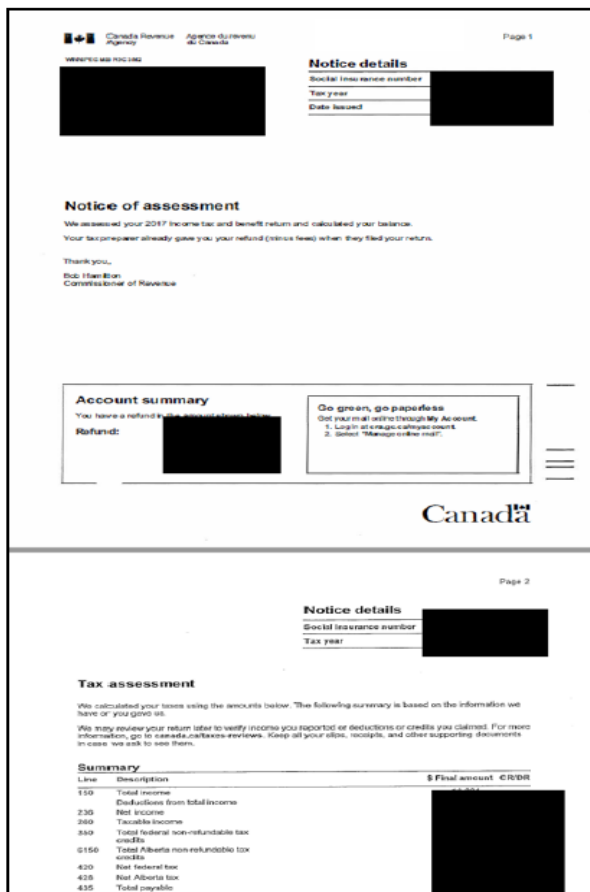
This personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and/or in accordance with any applicable agreements in place. All personal information collected during this process, during the course of the tenant(s) stay, and for the participation in any programs will be used to provide services and ensure a safe and secure environment for all our tenants. Your information will be treated in accordance with the privacy provisions of Part 2 of the FOIP act. Limited information may also be used by Heartland Housing Foundation for the purpose of developing programs or policies (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have questions, please contact our FOIP Coordinator at 780-400-3500 or at info@heartlandhousing.ca

65+ Apartments

APPLICATION CHECKLIST

	<input checked="" type="checkbox"/>
REQUIRED DOCUMENTATION	
1. A copy of your Income Tax Notice of Assessment showing line 15000 (for each applicant)	
2. Permanent Resident or Immigration Status Documentation	
3. Government Identification	
Each household member is required to provide proof of identity: <ul style="list-style-type: none"> For those 18 years of age or older, this can be in the form of a photocopy of your government issued ID (e.g. driver's licence, passport, residency card etc.) or can be shown to our staff if you are dropping your application off in person. Copies of your household's personal identification <u>will not be kept on file</u>. Once verified, copies will be securely destroyed. 	
SUPPORTING DOCUMENTS (IF APPLICABLE)	
1. Consent to Release Personal Information Form	
2. Consent to Landlord Reference Check Form (if currently renting)	
Staff Use Only	
Identification visually verified by:	Signature:

Sample Tax Notice of Assessment



Notice details

Notice of assessment

Account summary

Summary

Line	Description	\$ Final amount - CRRR
150	Total income	
230	Net income	
240	Net income	
250	Total federal non-refundable tax credits	
0150	Total Alberta non-refundable tax credits	
420	Net federal tax	
425	Net Alberta tax	
435	Total payable	
430	Total payable less refund	

Provincial Government Issued ID



Permanent Resident Card

