

Application #: \_\_\_\_\_  
(Office Use Only)

**PLEASE READ CAREFULLY BEFORE COMPLETING THE CECIL BELLROSE MANOR APPLICATION  
FOR HOUSING WITH MÉTIS CAPITAL HOUSING CORPORATION'S (MCHC)**

## QUALIFICATIONS

Must provide proof of income to confirm eligibility to Income Thresholds.

## PROCEDURE

**Both the Applicant and Co-Applicant must sign and date the document.**

**The applicant must submit the following documents with their application:**

- Proof of Indigenous Ancestry – Métis Card, Status Card, or Inuit Status.
- Current Government Identification, for example, a driver's license.
- Medical Letter – If you or someone in your family has a disability or requires a barrier-free unit.
- Current Notice of Assessment.
- Legal Documents for Child Support/Guardianship, if applicable.
- If applicable, evidence (Police report/file number or letter evidencing) or a referral from a women's shelter.

**The following documents will be required when the next suitable unit is assigned to you to confirm eligibility.**

- Current Notice of Assessment, if previously submitted document has expired.
- Criminal Record Check.

**PLEASE NOTE: WE DO NOT OFFER EMERGENCY HOUSING**

Once all required documents are submitted with the application, they are reviewed for eligibility. The applicant will receive a letter advising if further information is needed and if the application is approved.

The applicant must also advise our office of any change in contact information as soon as it changes. You could be missed for the next available unit if we do not have the most current contact information.

Tenancy follows the National Housing Occupancy Standards, which consider the family size.

**PERSONAL INFORMATION MUST BE COMPLETED**

Applicant Name:		Co-Applicant Name:	
Applicant's Date of Birth:		Co-Applicant's Date of Birth:	
Gender Identity:		Gender Identity:	
<input type="checkbox"/> Métis <input type="checkbox"/> Status <input type="checkbox"/> Inuit <input type="checkbox"/> Non-Status		<input type="checkbox"/> Métis <input type="checkbox"/> Status <input type="checkbox"/> Inuit <input type="checkbox"/> Non-Status	
Address:		Address:	
City/Province:	Postal code:	City/Province:	Postal code:
Current Telephone Number:		Current Telephone Number:	
Email Address:		Preferred method of communication <input type="checkbox"/> Text <input type="checkbox"/> Phone <input type="checkbox"/> Email	

Do you give Métis Capital Housing Corporation consent to send correspondence via email?  Yes  No

**Applicant's Marital Status:**  Married  Single  Common-Law

**Is this:**  Domestic Violence  Elder Abuse **\*\*Police Occurrence Report must be provided with the application.**

**DEPENDANTS WHO WILL BE LIVING WITH YOU** (WRITE ON THE BACK OR ADD AN EXTRA SHEET IF NECESSARY):

NAME	GENDER IDENTITY	RELATIONSHIP	AGE	ANCESTRY (MÉTIS, STATUS, INUIT OR NON-STATUS)

Is baby expected?  Yes  No      If yes, when? Month: \_\_\_\_\_ Year: \_\_\_\_\_

**APPLICANT'S INCOME – Complete all that apply**      **CO-APPLICANTS INCOME – Complete all that apply.**

Monthly Gross Income from Employment:	\$ _____	Monthly Gross Income from Employment:	\$ _____
Employer's Name and Contact:		Employer's Name and Contact:	
Monthly Alberta Income Supports:	\$ _____	Monthly Alberta Income Supports:	\$ _____
Worker Name and Contact:		Worker Name and Contact:	
Monthly Canada Child Benefit:	\$ _____	Monthly Canada Child Benefit:	\$ _____
Monthly Child Support:	\$ _____	Monthly Child Support:	\$ _____
Monthly Pension:	\$ _____	Monthly Pension:	\$ _____
Student Grant:	\$ _____	Student Grant:	\$ _____
Monthly AISH:	\$ _____	Monthly AISH:	\$ _____
Monthly EI, if applicable:	\$ _____	Monthly EI, if applicable:	\$ _____

Other: \$ \_\_\_\_\_

**INCLUDE INCOME FOR ALL RESIDING IN THE HOUSEHOLD OVER 15 YEARS IN THE SPACE PROVIDED ABOVE ("OTHER")**

**CURRENT TENANCY INFORMATION**

Do you own your own home?  Yes  No

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Current Landlord: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

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When does your current lease expire? \_\_\_\_\_ How much notice must you give before moving? \_\_\_\_\_

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Length of time at present address:	Years	Months	Monthly Rent \$
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Are Utilities Included:  Yes  No If no, Monthly cost of: Power: \_\_\_\_\_ Gas: \_\_\_\_\_ Water: \_\_\_\_\_

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Do you require "Barrier-Free" accommodations? (Specifically for those with wheelchairs)  Yes  No

**NEXT OF KIN / EMERGENCY CONTACT PERSON**

FIRST CONTACT NAME ⓘ	ADDRESS ⓘ	PHONE ⓘ	RELATIONSHIP ⓘ
SECOND CONTACT NAME ⓘ	ADDRESS ⓘ	PHONE ⓘ	RELATIONSHIP ⓘ

- I understand and further agree to the following:
- **Submit income verification to ensure qualifications meet the policy and guidelines.**
  - **A small pet is allowed on a case-by-case basis (discuss with Tenant Relations).**
  - **Authorize Métis Capital Housing Corporation to inquire about my previous tenancy.**
  - **Must complete a Criminal Record Check.**
  - **Must sign the lease agreement upon unit assignment.**
  - **Must pay the Damage Deposit upon unit assignment.**
  - **Must attend the Rent-Ready Workshop offered by Métis Capital Housing Corporation.**

**Please note:** We collect information, including your email address, to send you tenant-related documents, communications, and marketing materials from MCHC. Your privacy is important to us, and we will handle your data with the highest level of care. Rest assured, we will never sell your information to third parties for marketing. **Please initial your confirmation of understanding:** \_\_\_\_\_

**Applications will not be processed until signed and dated.**

SIGNED BY: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_

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

**ALL INFORMATION PROVIDED IN THIS APPLICATION WILL BE KEPT STRICTLY CONFIDENTIAL**

**Thank you for applying with Métis Capital Housing Corporation**

applications@metishousing.ca