

1. GENERAL INFORMATION			
<p>'Tenants' are all adult persons, those 18 years and older, occupying the rental accommodation. Every adult in the household must be registered as a tenant on the lease and must fill in the application form, use additional application forms if there are more than two adults. The rental home must be the primary residence of all tenants on a continuous basis.</p>			
Number of Occupants:	Adults ____	Children ____	Pets ____
Unit size:	<input type="checkbox"/> *Studio	<input type="checkbox"/> 1 Bedroom	<input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom
* Studio units are only available at East Lake Apartments (EL)			

APPLICANT 1	APPLICANT 2
2. CONTACT INFORMATION	
Legal Name:	Legal Name:
Phone:	Phone:
Email:	Email:
Current Address:	Current Address:

3. AGE & LEGAL STATUS IN CANADA			
<p>All tenants on the rental lease must be of Alberta legal age (18 years) and must be one of the following: a Canadian Citizen, or a Permanent Resident of Canada. Each applicant must provide a minimum of two (2) original pieces of identification (copied), one with photo, and one to demonstrate proof of identity, age and legal status in Canada</p>			
Birthdate: DD / MM / YYYY	Birthdate: DD / MM / YYYY	Birthdate: DD / MM / YYYY	Birthdate: DD / MM / YYYY
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident
Provide two (2) pieces of ID, one with photo, one (1) piece of ID must come from the first list of documents:		Provide two (2) pieces of ID, one with photo, one (1) piece of ID must come from the first list of documents:	
<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Permanent Resident Card	<input type="checkbox"/> Canadian Birth Certificate	<input type="checkbox"/> Permanent Resident Card
<input type="checkbox"/> Canadian Passport	<input type="checkbox"/> Canadian Citizenship Card	<input type="checkbox"/> Canadian Passport	<input type="checkbox"/> Canadian Citizenship Card
and/or:		and/or:	
<input type="checkbox"/> Alberta Operator's Licence	<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Alberta Operator's Licence	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Alberta ID Card		<input type="checkbox"/> Alberta ID Card	

4. ADDITIONAL OCCUPANTS (include all other children/dependents, under the age of 18 years, to live in the rental unit)			
Line	Name	Relationship to Applicant (s)	Birthdate
1.			DD / MM / YYYY
2.			DD / MM / YYYY
3.			DD / MM / YYYY
4.			DD / MM / YYYY

5. PETS		
<p>Pets will be permitted on Landlord approval only. Pet fees MAY apply. Maximum of two (2) pets only, no more than 25 lbs each or one pet no more than 40lbs.</p>		
Pet Name	Type of Animal	Weight/Size

FOR OFFICE USE ONLY
APPLICATION RECEIVED ON:

INCOME LIMITS BASED ON HOUSEHOLD MAKEUP

Households are placed on the Waitlist for an appropriate size unit based on the following chart. If your income exceeds the income limit or does not meet the minimum requirement for your household makeup, based on your household Gross Income, as reported on line 15000 of the most recent Notice of Assessment your application will be denied, and your name(s) will not be added to the Waitlist. All supporting documentation must be submitted with your application as income verification.

Unit Size	Min/Max Yearly Income	Min/Max Monthly Income	Household Makeup	Monthly Rent-2024
*Studio-EL	\$15,000 - \$48,000	\$1,250 - \$4,000	Single adult	\$375 to \$1,200
*One-bedroom-EL	\$17,400 - \$58,000	\$1,450 - \$4,833	Single adult or couple	\$426-\$1,450
**One-bedroom	\$17,400 - \$58,000	\$1,422 - \$4,083	Single adult or couple	\$725-\$894
**Two-bedroom	\$21,696 - \$67,500	\$1,808 - \$4,917	Couple with child(ren); Single with child(ren); 2 unrelated adults	\$904 to \$1,040
**Three-bedroom	\$27,744 - \$76,000	\$2,312 - \$6,792	Couple with children; Single with children; 3 unrelated adults	\$1,156

*Units at East Lake (EL) are Rent Geared to Income. Rent is charged at 30% of Income, plus an additional \$50 per month for Utilities.
 **All other units in the Program are set rents and do not include Electricity.
 No units include Internet, Cable or Phone.

SOURCES OF INCOME

Please note that to qualify for the Program you need to demonstrate that your income meets the minimum Income, as listed in the table above to support rent payments. Income is calculated from Taxable Income only. Please indicate from the list below your household sources of income.

<input type="checkbox"/> Wages/Salary (Employment Income)	<input type="checkbox"/> AISH/CPPD	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Benefits (CPP/OAS/GIS/ASB)	<input type="checkbox"/> Spousal Support Payments	

6. GROSS HOUSEHOLD INCOME SOURCES PER MONTH

For each line item that you declare income for, please provide the appropriate supporting documentation:

- EMPLOYMENT INCOME **Two most recent pay slips from your employer**
- AISH/CPPD: **Most recent statement & 30-day bank statement**
- CPP/OAS/GIS (SENIORS PENSIONS): **30-day bank statement showing payments.**
- EI/ WCB: **30-day bank statement showing payments.**
- **All Applicants must submit either their 2023 Notice of Assessment (NOA) or 2023 Income Tax and Benefit Return (ITBR)**
- **All Applicants must submit 30-day bank statements from all banking accounts**

APPLICANT 1		APPLICANT 2	
GROSS EMPLOYMENT INCOME	\$ _____	GROSS EMPLOYMENT INCOME	\$ _____
AISH/CPPD	\$ _____	AISH/CPPD	\$ _____
CPP/OAS/GIS (SENIORS PENSIONS)	\$ _____	CPP/OAS/GIS (SENIORS PENSIONS)	\$ _____
ALBERTA SENIORS BENEFIT	\$ _____	ALBERTA SENIORS BENEFIT	\$ _____
EI/ WCB	\$ _____	EI/ WCB	\$ _____
OTHER: _____	\$ _____	OTHER: _____	\$ _____
Line 15000-2023 NOA or ITBR	\$ _____	Line 15000-2023 NOA or ITBR	\$ _____

7. ASSETS

Applicants may not have assets greater than \$25,000 to qualify for the Program. For All Assets listed please provide supporting documentation.

APPLICANT 1	Amount	APPLICANT 2	Amount
Residential Real Estate owned <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	Residential Real Estate owned <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Savings Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	Savings Accounts <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Stocks or Bonds <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	Stocks or Bonds <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Tax Free Savings Account (TFSA) <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	Tax Free Savings Account (TFSA) <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Term Deposits or Mutual Funds <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	Term Deposits or Mutual Funds <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____

8. SUITABILITY FOR TENANCY -LANDLORD REFERENCES

Suitability as a tenant is comprised of several factors which include, but are not limited to, ability to pay rent and rental history. All applicants should have at least one (1) positive landlord reference, **who is not a family member** and is for a minimum period of six (6) months. If you have no rental or landlord history, please contact Airdrie Housings Rental Administrator at 403-948-1200

Contact Name:	Current Landlord	Contact Phone:	
Rental Address:		Rental Period Dates:	Monthly Rent: \$
Contact Name:	Previous Landlord	Contact Phone:	
Rental Address:		Rental Period Dates:	Monthly Rent: \$

9. EMERGENCY CONTACTS

At least one contact should be provided for each applicant in case of emergency.

Name	Relationship	Phone
Emergency Contact Applicant 1		
Emergency Contact Applicant 2		

FOIP NOTIFICATION

The personal information you provide on this form is being collected under the authority of Section 33(c) of **Alberta’s Freedom of Information and Protection of Privacy Act**. This information will be used by Airdrie Housing Limited to determine eligibility for and to administer the Rent Program in Airdrie. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact AHL’s FOIP Coordinator at 215 Main Street, Airdrie, AB.

10. AUTHORIZATION

I/We agree and give consent to AHL or their authorized agent to:

- contact my past and present landlords to conduct a landlord reference check and to verify residency;
- conduct a reference check from supplied references;
- use application information to pursue the collection of any funds owed to the Landlord/Owner including disclosure of my personal information to a collection agency to pursue delinquent funds; and
- use information from my application as part of a demographic profile of all Program applicants.

Airdrie Housing Limited has a duty by law, without notification to disclose confidential information to:

- a) Children’s Services when there is suspected child abuse and/or neglect
- b) Court Authorities when Community Links staff or records are court ordered or subpoenaed
- c) Authorities if there is evidence or risk of harm to self or others

11. DECLARATION

I/We hereby certify that all statements made in this application are true and I/we agree to provide current and complete income information in whatever form Airdrie Housing Limited requests. It will be the applicant’s responsibility to inform Airdrie Housing Limited of any changes to this application within 30 days.

Signature:	Signature:
Date:	Date:

SUBMITTING YOUR APPLICATION

There are three (3) ways to submit your application and supporting documentation.

- 1) By email to info@airdriehousing.ca
- 2) By Mail to Airdrie Housing Limited, 211, 125 Main Street N, Airdrie AB, T4P 0B7
- 3) In Person to the Community Links office at 211, 125 Main Street N, Airdrie

Please Note, those applications that are incomplete and/or missing documentation will be returned and will NOT be processed



**EMAIL CONSENT FORM
2025**

Canada's Anti-Spam Legislation (CASL) requires consent to:

1. A requirement of participating in Airdrie Housing Limited's (AHL's) Rent Program is to receive electronic communications from AHL on matters relating to your application and participation in our Rent Programs.

I/We agree with the above noted condition of participating in AHL's housing programs and thereby give consent to AHL to communicate with me/us electronically with respect to my application and participation in its Rent Program while on a list, as a tenant, or as an owner, as outlined above.

- AGREE
- DISAGREE

2. AHL also provides general updates on AHL and its programs electronically. Receiving these updates is not a requirement of participating in our programs, but if you would like to receive these updates, please opt-in below. Note that you will be able to opt-out at any time.

- OPT-IN
- OPT-OUT

EMAIL: _____

EMAIL: _____

PRINT NAME: _____

PRINT NAME: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____

OFFICE USE ONLY		
<i>RNT#</i>	_____	
<i>DL:</i>	_____	_____
	_____	_____

Airdrie Housing Limited
T: 403.948.1200
E: info@airdriehousing.ca
W: www.airdriehousing.ca

Document Checklist

Please use a checkmark to indicate you have included all necessary documents with your package, **those applications missing documentation will be returned and will NOT be processed**. This document must be submitted as part of your application.

All Applicants

- Application completed in full.
- Two (2) pieces of ID (one with photo and one confirming legal status in Canada)
- Photo of all pets listed on the application.
- 2023 Tax Notice of Assessment or 2023 Income Tax and Benefit Return
- Birth Certificate, Passport, or Permanent Resident Card for any Child listed on the application.
- Document Checklist
- Email Consent Form

Income Verification-Applicant 1

- EMPLOYMENT INCOME: **Two most recent pay slips from your employer**
- AISH: **Most recent statement & 30-day bank statement**
- CPP/OAS/GIS (SENIORS PENSIONS): **30-day bank statement showing payments.**
- ALBERTA WORKS/ EI/ WCB: **30-day bank statement showing payments.**
- All Applicants must submit either their 2023 Notice of Assessment (NOA) or 2023 Income Tax and Benefit Return (ITBR)**
- All Applicants must submit their 30-day bank statements from all accounts.**

Income Verification-Applicant 2

- EMPLOYMENT INCOME: **Two most recent pay slips from your employer**
- AISH: **Most recent statement & 30-day bank statement**
- CPP/OAS/GIS (SENIORS PENSIONS): **30-day bank statement showing payments.**
- ALBERTA WORKS/ EI/ WCB: **30-day bank statement showing payments.**
- All Applicants must submit either their 2023 Notice of Assessment (NOA) or 2023 Income Tax and Benefit Return (ITBR)**
- All Applicants must submit their 30-day bank statements from all accounts.**

Asset Verification-Applicant 1

- Residential Real Estate Owned: **Most Recent Property Tax Assessment and Most Recent Mortgage Statement**
- Savings Account(s): **30 Day statement showing balance(s)**
- Stocks or Bonds: **Most recent statement showing balance**
- Tax Free Savings Account (TFSA): **Most recent statement showing balance**
- Term Deposits or Mutual Funds: **Most recent statement showing balance**

Asset Verification-Applicant 2

- Residential Real Estate Owned: **Most Recent Property Tax Assessment and Most Recent Mortgage Statement**
- Savings Account(s): **30 Day statement showing balance(s)**
- Stocks or Bonds: **Most recent statement showing balance**
- Tax Free Savings Account (TFSA): **Most recent statement showing balance**
- Term Deposits or Mutual Funds: **Most recent statement showing balance**