



The Moose Jaw Housing Authority  
255 Caribou Street West  
Moose Jaw, SK S6H 7W3  
Telephone: 306-694-4055  
Fax: 306-694-2021  
email: [mjha@sasktel.net](mailto:mjha@sasktel.net)

# AFFORDABLE HOUSING APPLICATION FORM

Affordable Housing is available to moderate-income persons. Each applicant must provide income verification in order to determine eligibility for the program and household incomes are reviewed periodically.

Saskatchewan Housing Corporation assesses each applicant's need for housing based on criteria that includes the applicant's income, current living situation, personal and family requirements.

Each adult who will reside in the residence is considered an applicant or co-applicant and will be required to sign the lease if allocated housing.

Upon receipt of a completed application and income verification, the Housing Authority will complete an assessment of the applicant's housing needs to determine priority for housing. Applicants are offered housing in order of priority as housing units become available.

This application form is designed to collect the required information from applicants seeking housing. Saskatchewan Housing Corporation will use this information to determine eligibility for housing and to match applicant's needs to types of accommodation available within the programs offered.



Saskatchewan  
Housing  
Corporation

An Agency of  
Community Resources  
and Employment





**NEXT OF KIN** (to be notified in case of illness)

Name: \_\_\_\_\_  
(Surname) (First) (Initial)

Address: \_\_\_\_\_ City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone:(H) \_\_\_\_\_ (B) \_\_\_\_\_

**REFERENCES**

Have you and/or your co-applicant ever rented from a Housing Authority? Yes  No

• If yes, which Authority? \_\_\_\_\_

Please explain any special circumstances you feel the Housing Authority should be aware of, include/attach any information that may help us assess your situation.

	<b>Applicant</b>	<b>Co-Applicant (1)</b>	<b>Co-Applicant (2)</b>
<b>Name of Present Landlord</b>			
Address			
Telephone			
Date Tenancy Started			
<b>Name of Previous Landlord</b>			
Address			
Telephone			
Date Tenancy Started			

**EMPLOYERS**

	<b>Applicant</b>	<b>Co-Applicant (1)</b>	<b>Co-Applicant (2)</b>
<b>Present Employer</b>			
Address			
City/Province			
Telephone			
Position			

I hereby acknowledge that I have read, understand, and agree to the covenants described in the following declaration.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Signature of Co-Applicant \_\_\_\_\_

## **INCOME VERIFICATION**

Applicants must declare the gross household income from all sources. Each Applicant and Co-Applicant must provide their most recent initialed copy of an Individual Income Tax Return. This information is available from Canada Customs and Revenue Agency (CCRA).

**Individuals may call the following telephone numbers to order their initialed copy of their Income Tax Information:**

- Individual Income Tax Return Information: 1-800-959-8281
- Self Employment Tax Return Information: 1-800-959-5525

Income review – At any time after tenancy, Affordable Housing tenants may be asked to verify their income in order to continue to qualify for the program. Failure to produce such income verification as requested will result in notice to vacate.

**The Housing Authority reserves the right to request any form of 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 policy regarding pets and that I fully understand this policy.

I further acknowledge the right of the Housing Authority or its agent at anytime 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 anytime in connection with the housing hereby applied for.

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

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