



The Battlefords Housing Authority  
#102 1191 99<sup>th</sup> Street  
North Battleford, SK S9A 3V8  
Phone: 306-445-4393 Fax: 306-446-1277  
Email: northba@housingauthoritysk.com

Thank you for your interest in applying for the **Senior Social Housing Program**, a subsidized housing program for lower income persons.

To be eligible for this program you cannot exceed the following limits:

<b>Income Limit by Family Size</b>	<b>Max. Annual Income</b>
Families with no dependents	\$42,000 / yr

<b>Asset Limit</b>	\$250,000
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In order for us to process an application you must **complete the attached Asset Declaration Form** and provide us with income verification for each member of your household.

**Please gather the following income documents:**

- **INCOME TAX:** a copy of the most recent T1 General Form (including all T slips) you sent to Canada Revenue Agency (CRA) - NOT the Notice of Assessment CRA returned to you. If you do not have a copy of your T1 General please phone CRA at 1-800-959-8281 and ask for an Option C printout (Income Tax Return Information) for the most recent year. Or go online at [www.cra-arc.gc.ca/esrvc-srvce/tx/ndvdl/myccnt/menu-eng.html](http://www.cra-arc.gc.ca/esrvc-srvce/tx/ndvdl/myccnt/menu-eng.html) and register your account then log in to the CRA's My Account and click on "Proof of income statement (Option 'C' print)". This will allow you to print your proof of income statement. You can also go to My Service Canada office located at 1401 101<sup>st</sup> Street. If you have **farm or business income** you will also need to supply a statement of business activities.
- **IF YOU ARE COLLECTING Pensions, Employment Insurance, Veteran benefits, Worker's Compensation, or Income Assistance (SAP, SAID),** we require photocopies of your most recent cheques or stubs. If you receive your payments by way of Direct Deposit we require a copy of your most recent bank statement.
- **IF YOU ARE EMPLOYED:** we require the last 12 months of pay stubs or a letter from your employer stating the gross rate of pay, hours per week and total earnings for the last 12 months. Remember that tips/gratuities, alimony/maintenance, and commissions are all considered income and must be reported.
- **Rental References:** You must provide two rental references - current and previous rental addresses, years rented, Landlord names and telephone numbers/addresses. (form included)

**When you have gathered all the applicable information, please call our office at 306-445-4393 to schedule a meeting with a Tenant Relations Officer.** The Tenant Relations Officer will assist you in completing an application form during the meeting.

- During the meeting we will require information regarding your current rental payment or property tax amounts, utility bill costs, and insurance costs. We will also review your asset declaration form with you. This information is required to assess your eligibility and your housing need.

Once all necessary documents are received, your completed application form will be processed as soon as possible. You will be contacted with the results.

In the meantime, any inquiries may be directed to a Tenant Relations Officer at 306-445-4393. We look forward to working with you in meeting your housing needs!

### *Additional Requirements/Information:*

- *No pets are allowed in any of our units – either to visit or to live with tenants.*
- *There is a \$326 security deposit on all Social Housing units.*



# Household Asset Declaration Form

If a below description applies to you, please check the box and sign the form.

- I am a senior applying for the Social Housing Program and have more than \$250,000 in assets;  
 I am a senior applying for the Life Lease Program and have more than \$375,000 in assets.

If you have not checked an above box, please complete the below section.

All assets must be declared, including those held outside of Canada (e.g., property in a foreign country).

Enter the values for the assets of all household members in the table below. Value refers to the amount you could get for an		
Asset Type	Examples	Total
<b>a. Cash</b> Enter the value regardless of where the money came from, e.g. lump sum payments, capital gains, gaming/lottery winnings, insurance settlements, compensation, etc.	Cash on hand	
	Balance in all bank accounts (e.g. savings, chequing, and tax free savings accounts)	
	Cash in a safety deposit box	
<b>b. Investments</b> Enter the value of financial investments that provide interest, provide dividends, or increase in value. Do not include locked-in investments that are inaccessible, e.g. a trust fund where the age requirement has not yet been met.	Commodities, stocks, bonds, mutual funds, guaranteed investment certificates (GICs), money market funds, etc.	
	Shares, stock options, and warrants in a business	
	Mineral rights and oil and gas leases	
<b>c. Real estate</b> Enter the value of land and buildings.	Primary residence	
	Other land and buildings, including farm land, vacation home, and rental property	
<b>d. Retirement savings plans</b> Enter the value of savings or investments for retirement. Do not include funds converted to income, e.g. Registered Retirement Income Fund.	Registered Retirement Savings Plans (RRSPs)	
	Company and private pension plans	
<b>e. Vehicles</b> Enter the value of vehicles. (A primary vehicle is the one the household uses most for transportation.)	Primary vehicle: enter the value less \$35,000; if the result is negative, enter 0.	
	Secondary vehicles, including business vehicles.	
	Recreational vehicles, including boat, trailer, ATV, etc.	
<b>f. Valuable personal effects</b> Enter the value of items that are not essential for day- to-day living.	Jewelry, antiques, collections, etc. Only declare collective amount over \$10,000.	



Section A

Name of Tenant(s) #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Former Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Section B (to be completed by former Landlord)

Length of Tenancy: From \_\_\_\_\_ To \_\_\_\_\_

Number of Occupants: Adults \_\_\_\_\_ Children \_\_\_\_\_

COMPLAINTS: ( ) Yes ( ) No  
If YES, How many? \_\_\_\_\_ What type? \_\_\_\_\_

LEASE VIOLATION NOTICES: ( ) Yes ( ) No If YES, what type? \_\_\_\_\_

NOTICE TO VACATE: ( ) Proper Notice Given ( ) Improper Notice Given ( ) Eviction  
( ) Other: \_\_\_\_\_

DAMAGE DEPOSIT: ( ) Returned ( ) Not returned Details: \_\_\_\_\_

Outstanding Balance upon Vacating: ( ) Yes ( ) No Details: \_\_\_\_\_

Other Comments: \_\_\_\_\_

I certify that the above is true and correct.

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Printed name of Landlord

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone Number (daytime) / (evening)

\_\_\_\_\_  
Date

Section C

I authorize the release of the above landlord reference information to Battleford / North Battleford Housing Authority.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Signature of Tenant

All information listed is subject to verification by the housing authority.

## **BATTLEFORD SENIOR HOUSING UNITS**

- **Social Housing Program**
- **Rent amount = 30% of gross monthly household income (ask us for details)**
- **Minimum rent that can be charged is \$326 per month**
- **Rent includes heat, water, sewer, and garbage disposal**
- **All suites have a fridge & stove**
- **For parking availability, please contact us**
- **Contact us at 937-3055 for more information**

### **Golden Years Lodge, 131-23<sup>rd</sup> Street**

1 Bedroom Units

- \* Building is on ground level
- \* Security entrance
- \* Tenant pays power, telephone & cable
- \* Common lounge area & laundry room (no charge)
- \* Social Activities



### **Meadow Sweet Manor, 192-16<sup>th</sup> Street**

1 & 2 Bedroom Units

- \* Building is on ground level
- \* Security entrance
- \* Tenant pays power, telephone & cable
- \* Common lounge area & laundry room (no charge)
- \* Social Activities



### **18<sup>th</sup>/25<sup>th</sup> Street & 3<sup>rd</sup> Avenue Crescent**

1 Bedroom Duplex Units

- \* Private entrance
- \* Tenant pays power, telephone & cable
- \* Fridge, stove, washer & dryer in each unit
- \* Garden plots



## NORTH BATTLEFORD SENIOR HOUSING UNITS

- **Social Housing Program**
- **Rent amount = 30% of gross monthly household income (ask us for details)**
- **Minimum rent that can be charged is \$326 per month**
- **Rent includes heat, water, sewer, and garbage disposal; all suites have a fridge & stove**
- **For parking availability, or other questions please contact us at 306-445-4393**

### Davidson Manor, 10802 Winder Crescent

1 & 2 bedroom units

- \* Building is ground level
- \* Security entrance
- \* Common lounge area & laundry room (no charge)
- \* Garden plots by backside of building
- \* Social Activities
- \* Hair dresser on site weekly



### Valleyview Towers 1, 1101 99<sup>th</sup> Street

1 & 2 bedroom units

- \* Nine-story elevator equipped building
- \* Security entrance
- \* Common lounge area on main floor
- \* Laundry room (no charge) & garbage chutes on each floor
- \* Garden plots (shared between Valleyview 1 & 2)
- \* Social activities
- \* Hair dresser on site weekly



### Valleyview Towers 2, 1191 99<sup>th</sup> Street

1 & 2 bedroom units

- \* Ten-story elevator equipped building
- \* Security entrance
- \* Common lounge area on main floor and mini lounges on floors 3 to 10
- \* Laundry rooms (no charge) & garbage chutes on each floor
- \* Garden plots (shared between Valleyview 1 & 2)
- \* Social activities
- \* Hair dresser on site weekly



### Ruth Whyte Manor, 1191 104<sup>th</sup> Street

1 & 2 bedroom units

- \* Five-story elevator equipped building
- \* Security entrance
- \* Common lounge area on main floor,
- \* Laundry rooms (no charge) & garbage chutes on each floor
- \* Social activities
- \* Hair dresser on site weekly



### River Heights Cottages, 2001 99<sup>th</sup> Street

1 bedroom

- \* Ground level duplex & four-plex units with private entrances
- \* Washer & dryer in each suite

