



### Application

#### GENERAL INFORMATION

All adult applicants (18 and over) who plan to occupy the rental unit must be registered as a tenant on the lease agreement and must complete the application form.

#### NUMBER OF OCCUPANTS

ADULTS \_\_\_\_\_

CHILDREN \_\_\_\_\_

PET \_\_\_\_\_

#### PREFERRED UNIT TYPE *(based on qualifying income and occupancy)*

First Choice:  Studio  1-Bedroom  2-Bedroom

Second Choice:  Studio  1-Bedroom  2-Bedroom

#### BARRIER FREE DWELLING

Do any applicants require a barrier free dwelling?  YES  NO

An accessible dwelling that creates a built environment for those experiencing mobility challenges. This can include but is not limited to wide door frames, interiors with wheelchair turning radius, accessible showers, and lever door handle.

#### APPLICANT 1

Legal name:

Preferred Name:

Email:

Phone:

Address:

#### INCOME

Gross Annual Income is based on your total income reported on line 15000 of your most recent Canada Revenue Agency Notice of Assessment (NOA).

Gross Income:

Tax Year:

#### EMPLOYMENT

Current Employer:

Contact Person:

Phone/Email:

Start Date:

#### SELF EMPLOYMENT *(if applicable)*

Business:

Banff Business License Number:

#### PREVIOUS LANDLORD REFERENCE

<b>Contact Person:</b>	<b>Phone/Email:</b>
<b>Rental Address:</b>	<b>Rental Period:</b>

<b>APPLICANT 2</b>	
<b>Legal name:</b>	
<b>Preferred Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Address:</b>	
<b>INCOME</b>	
Gross Annual Income is based on your total income reported on line 15000 of your most recent Canada Revenue Agency Notice of Assessment (NOA).	
<b>Gross Income:</b>	
<b>Tax Year:</b>	
<b>EMPLOYMENT</b>	
<b>Current Employer:</b>	
<b>Contact Person:</b>	<b>Phone/Email:</b>
<b>Start Date:</b>	
<b>SELF EMPLOYMENT (if applicable)</b>	
<b>Business:</b>	
<b>Banff Business License Number:</b>	
<b>PREVIOUS LANDLORD REFERENCE</b>	
<b>Contact Person:</b>	<b>Phone/Email:</b>
<b>Rental Address:</b>	<b>Rental Period:</b>

<b>APPLICANT 3</b>	
<b>Legal name:</b>	
<b>Preferred Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Address:</b>	
<b>INCOME</b>	
Gross Annual Income is based on your total income reported on line 15000 of your most recent Canada Revenue Agency Notice of Assessment (NOA).	
<b>Gross Income:</b>	
<b>Tax Year:</b>	

EMPLOYMENT	
<b>Current Employer:</b>	
<b>Contact Person:</b>	<b>Phone/Email:</b>
<b>Start Date:</b>	
SELF EMPLOYMENT <i>(if applicable)</i>	
<b>Business:</b>	
<b>Banff Business License Number:</b>	
PREVIOUS LANDLORD REFERENCE	
<b>Contact Person:</b>	<b>Phone/Email:</b>
<b>Rental Address:</b>	<b>Rental Period:</b>

DEPENDANT CHILDREN AND ADULTS		
List children (under 18) or dependent adults who will live in the rental unit.		
Legal Name	Age	Date of Birth

<b>Type of animal</b>	<b>Town of Banff Pet license tag#</b>

CAR OWNERSHIP	
<b>Do you own a car?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you plan on owning a car in the future?	<input type="checkbox"/> YES <input type="checkbox"/> NO

FOIP NOTIFICATION
This personal information is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, section 33 (c). This information will be used to determine eligibility of applicants and to administer the Banff Housing Corporation programs. If you have any questions regarding the collection and use of this information, please contact the BHC Operations Supervisor at 403-762-1115 or <a href="mailto:bhc@banff.ca">bhc@banff.ca</a> .

AUTHORIZATION
By signing and submitting this Rental Application, I/we agree to the following: <ul style="list-style-type: none"> <li>• Understand that this application does not guarantee placement on the waitlist. BHC has the right to make final decisions to accept or deny my application.</li> <li>• Understand that giving false or misleading information can result in denial of my application.</li> </ul>

- The BHC will communicate with me/us electronically with respect to my application and participation in the housing program while on a waitlist and as a tenant.
- Applicants are placed on the waitlist on a first-come-first-serve basis.
- All applicants will be contacted on an annual basis to confirm their intent to remain on the waitlist and update their qualifying information.
- Contact my present employer to verify income and employment.
- Conduct a reference check from supplied references.

<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>

**APPLICATIONS CAN BE SUBMITTED IN THE FOLLOWING WAYS:**

- By email to [bhc@banff.ca](mailto:bhc@banff.ca)
- In person at unit 2006, 547 Coyote Lane / Monday to Thursday / 1pm – 4pm
- By mail to Box 1260, Banff, AB, T1L 1A1

Ensure the following documentation is submitted with all rental applications for consideration:

- ✓ Proof of legal status in Canada - Canadian passport or birth certificate; permanent resident card, or valid work permit
- ✓ Photo ID – Passport or driver’s license (if the above document(s) do not include a photo)
- ✓ Copy of Notice of Assessment (NOA) - confirmation of gross household income from the most recent tax year (line 15000 of the NOA)
- ✓ Proof of current Banff employment - 3 months of pay statements or employment letter showing hours and salary **OR**
- ✓ Proof of Self-employment - Banff Business License and Proof of Business Ownership **OR**
- ✓ Statement of disability income or pension income

**A PLACE TO LIVE AND A PLACE TO CALL HOME**

**BHC@banff.ca | 403.762.1115 | #2006, Hoya, 547 Coyote Lane, Box 1260, Banff AB, T1L 1A1**