



APPLICATION FOR TENANCY

APPLICANT

Last Name: _____ First Name: _____

Date of Birth: ____/____/____ Email: _____
YY MM DD

Phone: _____ [] Work [] Home [] Cell

Phone: _____ [] Work [] Home [] Cell [] Alternate Contact

Street & Number: _____ Apt. No: _____

PO Box: _____ City: _____ Postal Code: _____

CO-APPLICANT

Last Name: _____ First Name: _____

Date of Birth: ____/____/____ Email: _____
YY MM DD

Phone: _____ [] Work [] Home [] Cell

Phone: _____ [] Work [] Home [] Cell [] Alternate Contact

Street & Number: _____ Apt. No: _____

P.O. Box: _____ City: _____ Postal Code: _____

HOUSING REQUIREMENTS

How many bedrooms do you require? [] One (1) [] Two (2)

Are you able to live independently? [] Yes [] No

Do you require a modified unit for wheelchair accessibility? [] Yes [] No

Do you require parking? [] Yes [] No

Do you have a motorized scooter that requires onsite charging? [] Yes [] No

Do you have a pet? [] Yes [] No Specify _____

\$250 deposit required with Application payable to Aspen Court Senior Living.
Deposit can be e-transferred to finance@aspencourt.ca
Applications will not be processed without a deposit.
\$100.00 of the deposit is non-refundable

Aspen Court Senior Living
Eligibility Review Form

To be submitted with the Application for Tenancy and Updated at each Annual Review of Eligibility for an Affordable Rental Unit at Aspen Court Senior Living.

A. Applicant

Last Name:	First Name:	Birthdate:
Phone Number:	Alternate Phone Number:	Email:
Apt No.	Street Address:	City:
PO Box.:	Postal Code:	

B. Co-Applicant

Last Name:	First Name:	Birthdate:
Phone Number:	Alternate Phone Number:	Email:
Apt No.	Street Address:	City:
PO Box.:	Postal Code:	Relationship to Applicant:

C. Other Household Members (will reside in the Rental Unit)

Last Name	First Name	Birthdate	Relationship to Applicant	Office Use Only ID Submitted

D. Income

Income from all sources must be reported and documentation provided for all members of the household. If no income was received, indicate "Nil" or "N/A". If there is not enough room in the chart for the details, please attach a piece of paper with the additional details to be considered with your eligibility review.

Income Source	Yes	No	N/A	Applicant Gross Monthly	Co-applicant Gross Monthly
Employment Income Name of Employer: Employer Telephone number:					
Self-Employment Income Nature of Business:					
Tips/Gratuities/Commissions					
Employment Insurance					
Support Payments Received Support Termination Date if known:					
Support Payments Paid Support Termination Date if known:					
Workplace Safety and Insurance Board (WSIB)					
Canada Pension Plan (CPP)					
Old Age Security (OAS)					

Guaranteed Income Supplement (GIS)					
Veterans Pension / Allowance					
Disability Pension					
Survivor Pension					
Foreign Pension (including U.S. Social Security) Source:					
Annuity Income					
Registered Retirement Income Fund (RRIF)					
Registered Retirement Savings Plan (RRSP)					
Income from a Government Grant or Compensation Program (eg. Canada Extraordinary Assistance Plan) Specify Program:					
Social Assistance – Ontario Works					
Social Assistance – Ontario Disability Support Program					
Any other Income Source not listed above					

Specify Source:					
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E. Assets

Types of assets that must be reported include but are not limited to savings, investments, RRSPs, RESPs, RRIF, GICs, bonds, securities, mutual funds, real property (home, condo, cottage, recreational property, and time shares) in Canada or located anywhere in the world, vehicles (including recreational vehicles and trailers), jewelry, art, and any other valuable possessions.

Real Property. Include Real Property that currently own as well as Real Property sold or transferred within the last three (3) years.

Type*	Location	Fair Market Value	Ownership	Date Sold or transferred

* home, principal residence, cottage or camp, vacant land, recreational property, rental property, timeshares, and other forms of real property whether located in Canada or anywhere else in the world.

Personal Property. Include jewelry, art, vehicles, campers, vans, boats, and other recreational vehicles (ATVs, snow machines and similar)

Type (jewelry, art, or similar valuable)	Location	Appraised / Insured Value	Ownership	Date Sold or transferred

Accounts. Indicate N/A if do not have any money in such an account.

Income Source	Yes	No	N/A	Applicant Balance	Co-applicant Balance
Chequing Account					

Savings Account					
Term Deposits, GICs, Annuities, Shares, Securities, Debentures and Mutual Funds					
Tax Free Savings Account					
Registered Retirement Income Fund (RRIF)					
Registered Retirement Savings Plan (RRSP)					
Life Insurance (cash surrender value)					

F. Documents

I/we enclose the following documents with this Eligibility Review Form:

- Verification of all household income (for each household member provide pay statements, paystubs, letters from employers, benefit statements, pension statements, investment statements and other income information)
- Divorce Order and/or Support Order
- Last three years of Income Tax Returns and Notices of Assessment
- Bank Statements for last three (3) months
- Investment Statements for last two (2) quarters
- Last three (3) pay statements / paystubs from all sources of employment
- Government Source Income or payments (CPP, OAS, Foreign pensions, US Social Security) – provide most recent statement or cheque stub
- Transfer/Deed of any real property sold in the last three years
- MPAC Assessment or Provincial Tax Bill (or tax bill applicable in the jurisdiction where the property is located) of all real property continue to own

G. Declaration and Consent

I/we, the undersigned, understand and declare that:

1. We have read and understand the eligibility requirements for an Affordable Rental Unit at Aspen Court Senior Living.
2. All Information given in this Review Form and all supporting documentation is correct and complete.
3. The information provided in this Review Form will be used by the management of Aspen Court Senior Living to determine initial and/or ongoing eligibility for an Affordable Rental Unit at Aspect Court Senior Living.
4. I/we consent to the release of information to an authorized representative of Aspen Court Senior Living for the purpose of determining initial and ongoing eligibility.
5. Without limiting the generality of the consent in the above paragraph, I/we specifically consent to the release of information relating to any assets held in any financial institutions by or on behalf of my, my spouse or common-law partner and any dependents in my/our household.
6. I/we further consent to an authorized representative of Aspen Court Senior Living disclosing to any party, personal information about me, my spouse or common law partner and any dependents in my/our household for the purpose of determining initial and ongoing eligibility for an Affordable Rental Unit at Aspen Court Senior Living.
7. Any inquiries may take the form of electronic data exchanges.
8. The Rental Unit will be used as our sole and principal residence.
9. Only the individual members included in this Eligibility Review Form may live with me/us in the Rental Unit.
10. I/we hereby release Aspen Court Senior Living, any employee, officer, director, member, agent or contractor from any liability or claim arising from the collection, storage, use or dissemination of any information received or collected.

H. Signatures

Applicant Name:

Signature:

Date:

Co-applicant Name:

Signature:

Date:

Household Member Name:

Signature:

Date:

Household Member Name:

Signature:

Date:

Disclaimer

Personal information contained in this Eligibility Review Form including the documents submitted with this Form is collected for the purpose of determining eligibility for an Affordable Rental Unit at Aspen Court Senior Living. Questions about this collection should be directed to Management at Aspen Court Senior Living. 1390 – 154 Willow Road, Atikokan, Ontario, P0T 1C0. Tel: 807-597-2259 ext. 233.