What program should I apply for?

I am a senior and require affordable housing for my limited income
- **Seniors’ Housing - Apartments**
  - For Adults over 65+
  - Spitzee House in High River offers studio suites for 60 to 64 yr old adults.
  - Rent is based on income at 30% of gross
  - Rent includes water/sewer and heat. Electricity is paid with rent at a flat rate.
  - High River, Okotoks, Turner Valley and Black Diamond

I am a single parent with children on Income Supports
- **Near Market Housing**
- **Family Housing**

I am a single parent, but find that I am unable to make ends meet
- **Near Market Housing**
- **Rent Subsidy**

We are a family with children, currently we have housing, but are willing to move
- **Rent Subsidy**
- **Family Housing**

We are in need of affordable accommodation
- **Rent Subsidy**
- **Near Market Housing**
Frequently Asked Questions regarding Housing:

Q: I have applied for housing, what is the next step?
A: Once your application has been received along with all the supporting documents, you will receive a letter letting you know the status of your application. In order for your file to remain active, you must contact Westwinds once per year. Unless your information has changed, there is no reason to contact more frequently.

Q: What if there is a change in my situation?
A: You are required to advise the Program Manager of any changes in your contact information, change of address, changes in income, the amount of rent you are paying or any changes in your family size.

Q: What are your office hours and where are you located and can you commission my form?
A: Regular office hours are Monday thru Friday 7:45 am to 4:00 pm. Application forms are required to be signed before a commissioner for oaths, this step can be completed at any of the Westwinds Communities locations. (Locations listed below).

Q: How long will I have to wait for housing and when will you call me?
A: Unfortunately there is no way to predict when housing will become available. The wait list changes regularly and housing is offered to the applicant with the highest need for the housing that is available. Please keep your contact information up-to-date.

Westwinds Communities does not offer emergency housing, emergency funding or assistance with damage deposits.

Forms can be commissioned free of charge at the following locations:

<table>
<thead>
<tr>
<th>Corporate Office</th>
<th>High Country Lodge</th>
<th>Sandstone Lodge</th>
<th>Coal Trail Residences</th>
</tr>
</thead>
<tbody>
<tr>
<td>833-9 Street SW</td>
<td>707 Government Road</td>
<td>101 Centre Court Okotoks, AB</td>
<td>309-11 Ave NW High River, AB, T1V 0H8</td>
</tr>
<tr>
<td>High River, AB</td>
<td>Black Diamond, AB</td>
<td>T1S 1Y4</td>
<td>403-652-2475</td>
</tr>
<tr>
<td>T1V 1C3</td>
<td>T0L 0H0</td>
<td>403-938-6404</td>
<td>403-652-2475</td>
</tr>
<tr>
<td>403-652-8600</td>
<td>403-933-4028</td>
<td>403-938-6413 (F)</td>
<td>403-652-8608 (F)</td>
</tr>
<tr>
<td>403-652-8608 (F)</td>
<td>403-933-2420 (F)</td>
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</tbody>
</table>

*Please retain this page for future reference*
INSTRUCTIONS FOR COMPLETING APPLICATION:

- Complete ALL questions, supplying ALL of the requested information as applicable to the household.

- Your completed application must be signed in the presence of a Commissioner for Oaths in and for the Province of Alberta. This is a service provided without charge at Westwinds Communities Sites in High River, Black Diamond, and Okotoks.

- The Application will be processed only when the application has been completed in its entirety and all supporting documents have been received. Along with the application, you are required to provide the following:

Document Checklist: include the documents listed under the program you are applying for:

<table>
<thead>
<tr>
<th>Seniors Housing - Apartments</th>
<th>Family Housing</th>
<th>Rent Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ WCB Income</td>
<td>☐ Employment Income, pay stubs for past 3 months</td>
<td>☐ Employment Income, pay stubs for past 3 months</td>
</tr>
<tr>
<td>☐ Pension Income – CPP, OAS, GIS, ASB</td>
<td>☐ Social Assistance Care including budget portion</td>
<td>☐ Employment Insurance or WCB Income</td>
</tr>
<tr>
<td>☐ Alberta Health Care card</td>
<td>☐ Employment Insurance or WCB Income</td>
<td>☐ All other Sources of income – child tax, student loan, AISH, Self-Employment, child support, spousal support</td>
</tr>
<tr>
<td>☐ Investment income – attach statement showing the value and interest earned</td>
<td>☐ All other Sources of income – child tax, student loan, AISH, Self-Employment, CPP, child support, spousal support</td>
<td>☐ Current three months of bank statements</td>
</tr>
<tr>
<td>☐ Property – mortgage agreement. If property is being sold verify proceeds to be received. If property is foreclosed, submit supporting letter from bank or lawyer.</td>
<td>☐ Current three months of bank statements</td>
<td>☐ Lease Agreement</td>
</tr>
<tr>
<td>☐ Vehicle – Attach a copy of loan or lease agreement</td>
<td>☐ Lease Agreement</td>
<td>☐ Notice to Vacate / Eviction</td>
</tr>
<tr>
<td></td>
<td>☐ Notice to Vacate / Eviction</td>
<td>☐ Alberta Health Care cards for all family members</td>
</tr>
<tr>
<td></td>
<td>☐ Alberta Health Care cards for all family members</td>
<td>☐ Proof of medical condition – doctors note confirming illness and/or pregnancy estimated due date</td>
</tr>
<tr>
<td></td>
<td>☐ Proof of medical condition – doctors note confirming illness and/or pregnancy estimated due date</td>
<td>☐ Vehicle Attach a copy of loan or lease agreement</td>
</tr>
</tbody>
</table>

APPLICATION FORM:
Please check all programs that you wish to apply for:
☐ Seniors Housing – Apartments
☐ Family Housing
☐ Rent Subsidy

833-9th Street SW
High River, AB, T1V 1C3
403-652-8600, 403-652-8608(F)
www.westwindscommunities.ca
Email: cadmin@westwindscommunities.ca
<table>
<thead>
<tr>
<th>Full Name</th>
<th>Social Insurance #</th>
<th>D.O.B (M/D/Y)</th>
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<tbody>
<tr>
<td>Applicant:</td>
<td></td>
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<tr>
<td>Co-Applicant’s:</td>
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</tr>
<tr>
<td>Marital Status:</td>
<td>Married</td>
<td>Single</td>
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<tr>
<td></td>
<td>Widowed</td>
<td>Divorced</td>
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<tr>
<td>If Common-Law or separated, state how long:</td>
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List all other persons, who will be living with you should your application be approved:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Relationship to Applicant</th>
<th>Birth Date Day / Mo/Yr</th>
<th>Occupation or School Grade</th>
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</tbody>
</table>

Street Address:  
(Municipal Address-Unit Number, Street, Avenue)  
Postal Code

Mailing Address:  
(Mailing Address, if different from above)  
Postal Code

Home Telephone:  
Cellular Telephone:  
Business Telephone:  
Email Address:  

Do all the people listed above currently live in the household full-time?  
☐ No  ☐ Yes
If No, provide the name of the person(s) and number of days per week they live in your household.

<table>
<thead>
<tr>
<th>Name</th>
<th>Days/Week</th>
<th>Shared Custody</th>
<th>If not shared custody, reason not living with household full-time</th>
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</tbody>
</table>

Are all members listed above Canadian Citizens?  
☐ No  ☐ Yes
If no, provide copies of immigration papers for members who are not Canadian Citizens.

Is a baby expected?  
☐ No  ☐ Yes
If yes, give estimated due date:

Have you previously been a tenant of Westwinds Communities or have received a rental subsidy? If yes, provide details (i.e.: name on lease, date of lease, property address, reason for leaving)  
☐ No  ☐ Yes

Do you currently have money owing to Westwinds Communities?  
☐ No  ☐ Yes
Do you or any of your family members smoke?  
☐ No  ☐ Yes
Do you have a pet(s)?  
☐ No  ☐ Yes
**Housing Preferred Location(s):**
- ☐ Okotoks  
- ☐ Turner Valley  
- ☐ Black Diamond  
- ☐ High River  
- ☐ Other: ____________

**Do you own or rent your present accommodation?**
- ☐ Own  
- ☐ Rent  
- ☐ Rent to Own  
- ☐ Homeless

**Present Monthly Rent or House Payment:**
$ ____________________

- ☐ Includes utilities  
- ☐ Does not include utilities

**Monthly Utility Payments:**
- Heat – Amount: $ ____________________
- Electricity - Amount: $ ____________________
- Water and sewer - Amount: $ ____________________

**Specify your present accommodation:**
- ☐ House  
- ☐ Townhouse  
- ☐ Apartment  
- ☐ Hotel or Motel  
- ☐ Other: ____________________

**Identify the Rooms in your present accommodation:**
- ☐ Kitchen  
- ☐ Living Room  
- ☐ Dining Room  
- ☐ Other: ____________________

**Number of Bathrooms:** ____________

**Number of Bedrooms:** ____________

**Do you share any part of the accommodation with person(s) other than those listed as part of your housing application?**
- ☐ No  
- ☐ Yes

If yes, how many other people:
- ☐ Number of Adults: ____________
- ☐ Number of Children: ____________

**What part of the accommodation is shared:**
- ☐ Kitchen  
- ☐ Living Room  
- ☐ Dining Room  
- ☐ Other: ____________________

**If you do not pay rent, do you contribute financially?**
- ☐ No  
- ☐ Yes

If yes, specify:

**Have you received a legal notice to end tenancy?**
- ☐ No  
- ☐ Yes

If yes, what date do you have to move by:

**Is any member of your family physically challenged?**
- ☐ No  
- ☐ Yes

Do you require a barrier free unit:
- ☐ No  
- ☐ Yes

**Please provide information on your last three landlords:**

<table>
<thead>
<tr>
<th>Full Rental Address</th>
<th>Date From (dd/mm/yy)</th>
<th>Date To (dd/mm/yy)</th>
<th>Landlord Name</th>
<th>Landlord Telephone</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Cash on Hand:** $ ____________

**Cash in Bank Accounts:** $ ____________

**Other Assets (detail type & amount):**

<table>
<thead>
<tr>
<th>RRSP's, Stocks, Bonds, Mutual Funds, Other Investments</th>
<th>Cash Owing</th>
<th>$ ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Holdings</td>
<td>$ ____________</td>
<td>Mortgage Owing</td>
</tr>
</tbody>
</table>

**Vehicles (make, model, year):**

**Vehicle Financing Owing:** $ ____________

*NOTE: Essential personal and household effects such as clothes furniture, etc. are not included in assets.*
Please explain your reasons for applying for housing/rent subsidy that will assist us in the assessment of your application (attach paper if required):

<table>
<thead>
<tr>
<th>Emergency and Other Contracts – may include relatives, next of kin, friends who are not living with you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

I / We, of the Of In the Province of Alberta, to solemnly declare as follows:

1. That I/We am/are the applicant(s) named in the said application;
2. The I/We have resided in the Province of Alberta for ________ years of my/our life / lives and in the District for ________ Years;
3. I/We understand that this application does not constitute an agreement on the part of Westwinds Communities, or its agents, to provide me with accommodation or a rental subsidy;
4. I/We further agree that I/We am/are obligated to advise Westwinds Communities, or its agents, in writing, or any changes in family composition, gross family income, assets, employment or change of address, should they occur; and
5. Pursuant to the Freedom of Information and Protection of Privacy Act, I/We give Westwinds Communities (formerly Foothills Foundation) my/our consent to make inquiries that are necessary to verify the information given in this application including conducting a credit check, and I/we authorize any person, corporation or social agency to release to Westwinds Communities any information pertinent to the assessment of my/our application being fully aware that discovery of any false statements shall cancel any further consideration of my/our application.

And I/We make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the “Canada Evidence Act”.

Signature of Applicant
Signature of Applicant
Signature of Applicant

(All applicants over the age of 18 years must sign)

Declared before me the ________ Day of ________ in the Province of Alberta

My Appointment expires on (Day/Month/Year):

Printed Name of Commissioner for Oaths:

Signature (A Commissioner of Oaths in the Province of Alberta):