

## Eligibility Criteria at a Glance

1. Are you a Canadian Citizen, Permanent Resident, or do you have a valid Canadian work permit?
2. Does one of the following three employment/residency categories apply to your circumstances?

**Canmore Employment:** Working or contracted to work a minimum average of 20 hours per week in Canmore for a Canmore licenced business, or self-employed in Canmore with a valid Town of Canmore business licence working a minimum of 20 hours per week

**Canmore Employment or Residency History:** Individuals currently living in Canmore who are retired or in receipt of a disability benefit who have had three cumulative years of Canmore employment history working an average of 20 hours per week or five (5) cumulative years of Canmore residency.

**Canmore Long-term Resident:** Individual (singular) who currently resides in Canmore and for whom Canmore was their primary residence for a minimum of five (5) years within the 10-year period prior to applying and is employed in the Bow Valley for no less than 20 hours per week. CCH considers the Bow Valley to encompass Seebee to Lake Louise and the Canmore Nordic Centre lands.

3. Was your gross household income less than shown in the chart below in the previous tax year as reported on Line 15000 of your CRA Tax Notice of Assessment?

Unit Size	Income Limit	Household Makeup
Studio*	\$47,000	Single adult
One-bedroom	\$70,000	Single adult or a couple
Two-bedroom	\$93,500	Couple with child(ren); Single with child(ren); 2 unrelated adults
Three-bedroom	\$117,000	Couple with children; Single with children; 3 unrelated adults

Note: \*Studio units are only available at The Hector

If you answered "yes" to each of the questions above, then you likely meet the criteria to rent Vital Homes, pending confirmation of your eligibility, availability of homes and your suitability as a tenant. Should you have any questions, please contact our office by phone, email or visit our website.

403.609.9983 | [rent@canmorehousing.ca](mailto:rent@canmorehousing.ca) | [www.canmorehousing.ca](http://www.canmorehousing.ca)

**Steps to apply for the Vital Homes Rent Program:****1. Complete the application form and gather your documents.**

Every adult who will be living in the home must complete and sign the application form. Use additional forms if more than two adults are applying. The eligibility criteria and supporting documentation required to apply are specified in each section of the application. If your circumstances are unusual or if you are unsure about a particular section of the form, call our office.

**2. Make an appointment with CCH to submit your application.**

Call to arrange a time to bring in your completed application and supporting documents. At this meeting, CCH will verify and copy identity documents and review your application to ensure it is complete. Each applicant will be required to sign a statutory declaration stating that all the information provided is truthful and accurate and that the applicant is aware of the terms and conditions of the program. Plan to spend approximately 30 minutes in the meeting and for all applicants to attend.

**3. Get on the List!**

CCH reviews all completed applications and verifies the information within seven to ten business days pending availability of supplied references. CCH will contact you to let you know if you have met the eligibility criteria and have been confirmed for your suitability to rent. If so, CCH will provide you with an approval letter and place you on the Vital Homes Rent Waitlist. PEKA, the authorized leasing agent, will contact you when a unit becomes available.

*Please note that applications received and that are not fully completed, or do not provide all of the supporting documentation will be returned and not processed.*

**CANMORE COMMUNITY HOUSING**  
403.609.9983 | [rent@canmorehousing.ca](mailto:rent@canmorehousing.ca)  
[canmorehousing.ca](http://canmorehousing.ca)

## Document Checklist

Please use a checkmark to indicate you have included all necessary documents with your package, those applications missing documents will be returned and will not be processed. This document must be submitted as part of your application.

### All Applicants

- Application completed in full
- Two (2) pieces of ID (one with photo and one confirming legal status in Canada)
- 2020 Tax Notice of Assessment
- Document Checklist
- PEKA Disclosure
- Email Consent Form

### Canmore Employment

- Three (3) most recent pay slips **OR** Signed offer of employment if you accepted a job offer and have yet to receive three (3) pay slips
- OR**
- Record of Employment (ROE) and professional documentation supporting the leave of absence (if applying as an employee on formal leave - i.e. medical leave)
- OR**
- Birth Certificates for all children (if applying as a Homemaker)

### Self-Employment

- Canmore Business License
- Proof of business Ownership
- Letter of Hours

### Canmore Employment or Residency History

- Verification of Retirement Benefit
- OR**
- Disability Benefit
- AND**
- 3 years of T4 statements from a Canmore employer or Record of Employment (ROE) supporting 3 years of employment in Canmore. (If applying with Employment History).
- OR**
- 5 years proof of Canmore residency within the last ten years. (If applying with Residency History). For each address please provide lease or property tax assessment.

### Canmore Long-term Resident

- Three (3) most recent pay slips **OR** Signed offer of employment if you accepted a job offer and have yet to receive three (3) pay slips.
- OR**
- Business License
- Proof of business Ownership
- Letter of hours
- AND**
- 5 years proof of Canmore residency within the last ten years. For each address please provide lease or property tax assessment

1. GENERAL INFORMATION			
‘Tenants’ are all adult persons, those 18 years and older, occupying the rental accommodation. Every adult in the household must be registered as a tenant on the lease and must fill in the application form. The rental home must be the primary residence of all tenants on a continuous basis.			
<b>Number of Occupants:</b>	Adults _____	Children _____	Pets _____
<b>Preferred Size(s):</b>	<input type="checkbox"/> Studio*	<input type="checkbox"/> 1 Bedroom	<input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom
<b>Preferred Location(s):</b>	<input type="checkbox"/> The Hector (200 Palliser Lane)		<input type="checkbox"/> McArthur Place (100 Dyrgas Lane)
<b>Reason for Moving:</b>			
*Studio units are only located at The Hector			

APPLICANT 1	APPLICANT 2
2. CONTACT INFORMATION	
Legal Name:	Legal Name:
Phone:	Phone:
Email:	Email:
Current Address:	Current Address:

3. AGE & LEGAL STATUS IN CANADA	
All tenants on the rental lease must be of Alberta legal age (18 years) and must be one of the following: a Canadian Citizen, a Permanent Resident of Canada, or have the legal right to work in Canada. Each applicant must provide a minimum of two (2) original pieces of identification, one with photo, to show proof of identity, age and legal status in Canada	
Birthdate: DD / MM / YYYY	Birthdate: DD / MM / YYYY
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Legal right to work	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Legal right to work
<b>Provide two (2) pieces of ID, one with photo, one (1) piece of ID must come from the first list of documents:</b>	<b>Provide two (2) pieces of ID, one with photo, one (1) piece of ID must come from the first list of documents:</b>
<input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Work Permit <input type="checkbox"/> Canadian Citizenship Card	<input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> Canadian Passport <input type="checkbox"/> CDN Work Permit <input type="checkbox"/> Canadian Citizenship Card
<b>and/or:</b>	<b>and/or:</b>
<input type="checkbox"/> Alberta Operator’s Licence <input type="checkbox"/> Other (Specify): <input type="checkbox"/> Alberta ID Card	<input type="checkbox"/> Alberta Operator’s Licence <input type="checkbox"/> Other (Specify): <input type="checkbox"/> Alberta ID Card

4. ADDITIONAL OCCUPANTS (include all other children/dependents to live in the rental unit)			
Line	Name	Relationship to Applicant (s)	Birthdate
1.			DD / MM / YYYY
2.			DD / MM / YYYY
3.			DD / MM / YYYY
4.			DD / MM / YYYY
Are any of the Children listed over the age of 18, not working in Canmore, and attending a Post Secondary Institute full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please contact CCH to discuss the documentation that needs to be provided to demonstrate eligibility for the program.			

5. PETS		
Pets will be permitted on Landlord approval only. Pet fees will apply. Maximum of two (2) pets only. No Reptiles or Rodents.		
Pet Name	Type of Animal	Weight/Size

**6. INCOME**

Gross household income is based on your total income reported on Line 15000 of the most recent Tax Notice of Assessment. However, if you reported support payments received, or self-employment income, your income may be adjusted to account for the non-taxable amount of support payments and disallowed self-employment expenses. Contact CCH for details.

Unit Size	Income Limit	Household Makeup
Studio*	\$47,000	Single adult
One-bedroom	\$70,000	Single adult or couple
Two-bedroom	\$93,500	Couple with child(ren); Single with child(ren); 2 unrelated adults
Three-bedroom	\$117,000	Couple with children; Single with children; 3 unrelated adults

APPLICANT 1	APPLICANT 2
<b>6A. GROSS HOUSEHOLD INCOME</b>	
Gross Annual Income: \$	Gross Annual Income: \$
Combined Gross Household Income: \$ _____	
Required Documents: <input type="checkbox"/> 2020 Notice of Assessment	Required Documents: <input type="checkbox"/> 2020 Notice of Assessment
Each applicant must provide a copy of their 2020 Notice of Assessment issued by the Canada Revenue Agency (CRA).	

**6B. SOURCES OF INCOME**

<input type="checkbox"/> Wages/Salary	<input type="checkbox"/> Gratuities	<input type="checkbox"/> Support Payments (i.e. Child, Spousal)
<input type="checkbox"/> Benefits (i.e. Child, Disability, Pension)	<input type="checkbox"/> Rent Supplement	<input type="checkbox"/> Other (Specify)
Combined Gross Monthly Income: \$ _____		

**7. ASSETS**

Applicants may not own any residential real estate **within or outside** of Canada at the time of application or during tenancy. An exception may be allowed under some circumstances. Contact CCH for details.

Residential Real Estate Owned: <input type="checkbox"/> No <input type="checkbox"/> Yes	Residential Real Estate Owned: <input type="checkbox"/> No <input type="checkbox"/> Yes
If 'Yes', civic address:	If 'Yes', civic address:

**8. CANMORE EMPLOYMENT & RESIDENCY**

Each tenant must meet **ONE** of three categories below:

**A. Canmore Employment:** Complete section 8A if you are an applicant:

- i. who currently works in Canmore a minimum average of 20 hours per week with a licenced Canmore business;  
**OR**
- ii. who is self-employed with a Canmore business licence performing services for the business in Canmore no less than 20 hours per week;  
**OR**
- iii. as a spouse, not working or not working a minimum average of 20 hours per week in Canmore, who is a homemaker caring for dependents or who works in the Bow Valley a minimum average of no less than 20 hours per week (*complete as Applicant 2*).

This category also includes those on maternity leave or sick/disability leave from an eligible employer, or those having accepted a bona fide job offer.

**B. Canmore Employment or Residency History:** Complete Section 8B if you are a retiree or an individual who receives a disability benefit (e.g. AISH) who currently lives in Canmore with one of the following qualifications:

- i. three (3) cumulative years of employment history in Canmore working a minimum average of no less than 20 hours per week; for retirees, this is calculated in the five (5) years prior to retirement;

**OR**

- ii. at least five (5) years Canmore residency within the 10-year period prior to applying.

This category also includes the spouse or caregiver of the qualifying applicant.

**C. Canmore Long-term Resident:** Complete section 8C if you are an applicant:

- i. who currently resides in Canmore and for whom Canmore was their primary residence for a minimum of five (5) years within the 10-year period prior to applying and is employed in the Bow Valley for no less than twenty (20) hours per week;
- ii. as a spouse who is a homemaker caring for dependents (*complete section 8A as Applicant 2*).

APPLICANT 1	APPLICANT 2
<b>8A. CANMORE EMPLOYMENT</b>	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Leave	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Leave <input type="checkbox"/> Homemaker
Your Position:	Your Position:
Starting Date: DD / MM / YR      Hrs/Wk: _____	Starting Date: DD /                      Hrs/Wk: _____
Pay Rate: \$                      /                      Other Pay: \$	Pay Rate: \$                                      Other Pay: \$
Business Name:	Business Name:
Contact Name:	Contact Name:
Contact Position:	Contact Position:
Phone:	Phone:
<b>Required Documents:</b> <b>Permanent/Temporary</b> <input type="checkbox"/> Three most recent payslips <b>OR</b> <input type="checkbox"/> Signed Contract	<b>Required Documents:</b> <b>Permanent/Temporary</b> <input type="checkbox"/> Three most recent payslips <b>OR</b> <input type="checkbox"/> Signed Contract  <b>Leave</b> <input type="checkbox"/> Record Of Employment <b>AND</b> <input type="checkbox"/> Medical Documentation
	<b>Homemaker</b> <input type="checkbox"/> Child(ren) Birth Certificate

SELF-EMPLOYMENT	
<input type="checkbox"/> Business Owner	<input type="checkbox"/> Business Owner
Business Name:                                      Hrs/Wk: _____	Business Name:                                      Hrs/Wk: _____
<b>Required Documents:</b> <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Business Licence <input type="checkbox"/> Letter of Hours	<b>Required Documents:</b> <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Business Licence <input type="checkbox"/> Letter of Hours
CCH may request more information to verify Self Employment Criteria	

8B. CANMORE EMPLOYMENT OR RESIDENCY HISTORY (THOSE RECEIVING A DISABILITY BENEFIT OR ARE RETIRED)					
<input type="checkbox"/> Retiree		<input type="checkbox"/> Recipient of Disability Benefit		<input type="checkbox"/> Retiree <input type="checkbox"/> Recipient of Disability Benefit <input type="checkbox"/> Caregiver	
Current Address:	From DD/MM/YR	To DD/MM/YR	Current Address:	From DD/MM/YR	To DD/MM/YR
Previous Address:	From DD/MM/YR	To DD/MM/YR	Previous Address:	From DD/MM/YR	To DD/MM/YR
<b>Required Documents:</b> <b>Retiree</b> <input type="checkbox"/> Most recent Retirement Statement <b>OR</b> <input type="checkbox"/> Records of Employment showing 3 years of work in Canmore prior to retirement <b>AND</b> <input type="checkbox"/> Proof of 5 years residency in the past 10 years in Canmore			<b>Recipient of Disability Benefit</b> <input type="checkbox"/> Most recent Disability Statement <b>OR</b> <input type="checkbox"/> Records of Employment showing 3 years of work in Canmore prior to disability <b>AND</b> <input type="checkbox"/> Proof of 5 years residency in the past 10 years in Canmore		
Should you require additional space for previous residences, use a blank sheet, sign and attach to this application form. If unable to provide documentation above, you may contact CCH to discuss your circumstances.					

8C. CANMORE LONG TERM RESIDENT (WITH BOW VALLEY EMPLOYMENT)			
<input type="checkbox"/> Canmore Long Term Resident working in Bow Valley <input type="checkbox"/> Permanent Work <input type="checkbox"/> Temporary Work <input type="checkbox"/> Leave of Absence			
Current Address:	From DD/MM/YR	To DD/MM/YR	Total Months
Previous Address:	DD/MM/YR	DD/MM/YR	
Business Name:	Phone:		
Contact Name:	Contact Position:		
<b>Required Documents:</b> <b>Permanent/Temporary</b> <input type="checkbox"/> Proof of current residency and 5 years residency in the past 10 years in Canmore <b>AND</b> <input type="checkbox"/> Three most recent payslips <b>OR</b> <input type="checkbox"/> Signed Contract		<b>Leave of Absence</b> <input type="checkbox"/> Proof of current residency and 5 years residency in the past 10 years in Canmore <b>AND</b> <input type="checkbox"/> Record of Employment <b>AND</b> <input type="checkbox"/> Medical Documentation	
Should you require additional space for previous residences, use a blank sheet, sign and attach to this application form. If unable to provide documentation above, you may contact CCHC to discuss your circumstances.			

**9A. SUITABILITY FOR TENANCY -LANDLORD REFERENCES**

Suitability as a tenant is comprised of several factors which include, but are not limited to, ability to pay rent and rental history. All applicants must have at least one (1) positive landlord reference, **who is not a family member** and is for a minimum period of six (6) months. If you have no rental history, other references may be provided, and a guarantor will be required.

Contact Name: <b>Current Landlord</b>	Contact Phone:
Rental Address:	Rental Period Dates: Monthly Rent: \$
Contact Name: <b>Previous Landlord</b>	Contact Phone:
Rental Address:	Rental Period Dates: Monthly Rent: \$
Contact Name: <b>Previous Landlord</b>	Contact Phone:
Rental Address:	Rental Period Dates: Monthly Rent: \$

**9B. SUITABILITY FOR TENANCY - OTHER REFERENCES**

Contact Name: <b>Other Reference (if required)</b>	Relationship:	Phone:
Contact Name: <b>Other Reference (if required)</b>	Relationship:	Phone:

**10. EMERGENCY CONTACTS**

At least one contact should be provided for each applicant in case of emergency.

Name	Relationship	Phone
Emergency Contact Applicant 1		
Emergency Contact Applicant 2		
Emergency Contact Applicant 1/2		

**11. FOIP NOTIFICATION**

The personal information you provide on this form is being collected under the authority of Section 33(c) of **Alberta’s Freedom of Information and Protection of Privacy Act**. This information will be used by Canmore Community Housing to determine eligibility for and to administer the Vital Homes program in Canmore. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact CCH’s FOIP Coordinator at 203, 600A 9<sup>th</sup> Street, Canmore, AB, T1W 2T2.

**12. AUTHORIZATION**

I/We agree and give consent to CCH or their authorized agent to:

- contact my past and present employers to verify employment information;
- contact my past and present landlords to conduct a landlord reference check and to verify residency;
- conduct a reference check from supplied references;
- use application information to pursue the collection of any funds owed to the Landlord/Owner including disclosure of my personal information to a collection agency to pursue delinquent funds; and
- use information from my application as part of a demographic profile of all Vital Homes applicants.

Signature:	Signature:
Date:	Date:



Dear Applicant(s):

**Re:** PEKA Professional Property Management Agency Disclosure Form

Thank you for submitting your application to Canmore Community Housing (CCH) to rent at The Hector and/or McArthur Place. CCH will confirm your eligibility for Vital Homes and review your application. Once your application has been approved, any pertinent information will be sent to the Property Manager/Leasing Agent; PEKA Professional Property Management Ltd. who will then contact you to sign a lease agreement.

Pursuant to the Real Estate Act, PEKA Professional Property Management Ltd. (the "Brokerage") is required to notify you that:

- 1) The Brokerage is the agent of Canmore Community Housing ("CCH") and the Brokerage is obligated:
  - a) to be loyal to CCH and always act in the best interests of CCH;
  - b) not to provide information or advice to you as applicant that is not in the interests of CCH; and,
  - c) to communicate to CCH all information, whether or not of a confidential nature, that it receives from you as applicant.

I hereby understand and acknowledge the above.

Dated at the Town of Canmore, in the Province of Alberta.

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Applicant 1

Applicant 2

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

105, 1002 8<sup>th</sup> Avenue, Canmore, Alberta T1W 0C4  
T: (403) 678.6162 | F: (403) 678.4990 | E: [info@peka.ca](mailto:info@peka.ca) | W: [www.peka.ca](http://www.peka.ca)

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Canada's Anti-Spam Legislation (CASL) requires consent to:

1. A requirement of participating in Canmore Community Housing's (CCH's) Vital Homes programs is to receive electronic communications from CCH on matters relating to your application and participation in our Vital Homes Programs.

I/We agree with the above noted condition of participating in CCH's housing programs and thereby give consent to CCH to communicate with me/us electronically with respect to my application and participation in its Vital Homes Programs while on a list, as a tenant, or as an owner, as outlined above.

- AGREE
- DISAGREE

2. CCH also provides general updates on CCH and its programs electronically. Receiving these updates is not a requirement of participating in our programs, but if you would like to receive these updates, please opt-in below. Note that you will be able to opt-out at any time.

- OPT-IN
- OPT-OUT

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
<i>RNT#</i> _____	<i>OWN#:</i> _____	
<i>DL:</i> _____	_____	_____
_____	_____	_____

**CANMORE COMMUNITY HOUSING**

T: 403.609.9983

E: rent@canmorehousing.ca

E: own@canmorehousing.ca

W: www.canmorehousing.ca



# Memorandum of Program Understanding: Vital Homes Rent Program

I/We \_\_\_\_\_, of Canmore, Alberta, DO SOLEMNLY DECLARE THAT:

1. I/We have completed an application for the Vital Homes Rent Program.
2. ALL of the information stated in the application submitted is true and correct in every respect.
3. I/We understand that my/our eligibility for the rental of a Vital Home managed by Canmore Community Housing (“CCH”) is subject to my qualifying under CCH’s Eligibility Criteria.
4. I/we confirm that I/we have been informed:
  - a. That, as an approved applicant(s) on the Vital Homes Rent Waitlist, I/we must continue to be eligible to remain on the Waitlist. I/we will be asked to submit documentation to update my/our application every four (4) months to demonstrate my/our ongoing eligibility, providing that in that time I/we have not moved in to a Vital Homes Rental Unit. If I/we do not submit my/our information when asked, or do not remain eligible, my/our name(s) will be removed from the Waitlist;
  - b. That, as a tenant(s)
    - i. I/we will be on a fixed-term lease (one-year); and
    - ii. Upon the expiry of the fixed-term lease, I/we may be offered a new lease should I/we continue to remain eligible throughout the lease term; and
    - iii. I/we must be the permanent and primary resident of my Vital Home and that no change in tenants is permitted without said tenants applying to CCH; and
    - iv. I/we must (as a function of the lease) place my/our own insurance on the contents of the home.
5. I/we understand that CCH will communicate with me/us on matters related to my/our application, my/our participation in the program and tenancy by email.
6. I/we believe that I/we meet CCH’s Eligibility Criteria.
7. I/we understand that it is important that all information given to CCH in my/our application is true and accurate.

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant #2

\_\_\_\_\_  
Date

