

Eagle Lake First Nation
Housing Authority
Housing Allocation



Date	
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Application #	
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Upon a conditional offer of tenancy, a release of information will have to be signed by the applicant to verify any arrears and reliable income source.

APPLICATION FOR: _____

OCCUPANCY NEEDS						
1. To determine your Occupancy Needs, please list number of occupants by category that will reside in the unit that you want to be considered for.	Total # of Occupants	Age, Gender and Relationship Categories				
		Children up to 5 years	Children 6 - 15 years Female	Children 6 - 15 years Male	# of Adult Couples	# of Children or Single Adults (16 years & over)
<p>Only in the case of an existing unit will a determination be made as to whether Unit size meets occupancy standards based on total # of occupants. Otherwise, this information will be used to determine future housing needs.</p> <p>A minimum size of 2 bedrooms will be a requirement for all future housing built by the First Nation.</p>				Low	Medium	High

1	points
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CURRENT LIVING ARRANGEMENTS

<p>2. (a) What is it about your present living arrangements that requires you to request a different housing unit? (Select a reason or reasons)</p> <p>If due to Health Reasons, provide supporting letter from Health Officer.</p>	Unit to small	<input type="checkbox"/>	Please Explain:
	Unit to large	<input type="checkbox"/>	
	Health or Safety Reasons	<input type="checkbox"/>	
	Condition of Unit	<input type="checkbox"/>	
	Physical limitations due to disability	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	

<p>2.(b) To determine your current occupancy and whether an overcrowding condition exists, please list number of occupants by category that currently reside in your unit.</p>	Total # of Occupants	Age, Gender and Relationship Categories				
		Children up to 5 years	Children 6 - 15 years Female	Children 6 - 15 years Male	# of Adult Couples	# of Children or Single Adults (16 years & over)

<p>Is a letter from Health Officer attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is there an overcrowding situation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are there plans to foster or increase family size? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the condition of the unit warrant an inspection report and/or present a health or safety risk to the occupant(s)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the unit beyond what the occupant can afford? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the existing unit present a physical barrier to the occupant and present a safety risk? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	Low	Medium	High

2	points
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TENANT HISTORY

3. To understand your previous housing history, tell us about current and past living arrangements?	Current Residence and Mailing Address:			
	Location/Address of Past Residence (for last 3 years starting with current)	Date Moved in	Date Moved Out	Reference Name & Phone #
	1			
	2			
	3			
	4			
	5			

3	points
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4. Do you have any outstanding arrears or rental payments that we should be aware of or concerned about. [Please Explain]	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, Please explain			
Does the Applicant's history indicate <ul style="list-style-type: none"> • Tenant is a high risk (refusal to pay rent, hydro connection, vandalism, etc) Yes <input type="checkbox"/> No <input type="checkbox"/> • Remedial plan can be worked out Yes <input type="checkbox"/> No <input type="checkbox"/> • Responsibility tenancy - no risk Yes <input type="checkbox"/> No <input type="checkbox"/> 	Low	Medium	High

4	Current living conditions				points
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CARE AND MAINTENANCE

5. There is an expectation that tenants share in the responsibility of maintaining a unit. This includes paying for minor repairs.

Examples of Maintenance Tasks Responsibility:

- Keep property clean
- Painting of unit
- Repair of damage which tenant or guest caused
- Clean or replace filters and fans
- Check and maintain fire safety equipment
- Repairs screens, handrails and locks
- Check and replace damaged caulking and weatherstripping around windows and doorways
- Deep clean carpets and rugs
- Check exterior for signs of deterioration, clean, replace or refinish as needed
- Repair any damaged steps that present a safety problem

Are you willing or able to contribute to any of these or other tasks or responsibilities relating to the care and maintenance of a housing unit if allocated to you?

Yes No

How?

Financially Yes No

Skills? Yes No

Other [please explain]

Applicant history has revealed carelessness and recklessness in previous living situations Yes No
 Applicant history reveals a high dependency on the First Nation for maintenance and repairs to unit Yes No
 Applicant demonstrates ability and willingness to care for unit? Yes No

Low	Medium	High
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5 points

TERMS OF TENANCY

6. Full time and long term residency is preferred to ensure proper care of housing units and to reduce demand for housing. Do you plan to live in this unit permanently and year round. If not, why not? Please state reasons and the amount of time that would be involved.

Yes No

If No, please explain

Will the tenant be absence from the unit for a significant period of time?
 Is the absence due to health or educational reasons?
 Is the unit being applied for a "transitional unit"?
 Does the Applicant have an alternative residence?

Low	Medium	High
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6	points
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AFFORDABILITY

7. To ensure an affordable housing option and your ability to pay the rent, what is your <u>total annual gross household income</u> <input type="checkbox"/>	\$ _____
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7	Points
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8. What level of shelter costs can you afford? (Select a Range).	Annual Shelter such as Rent: Under: \$1,680 (140/mo) <input type="checkbox"/> \$ 2,400 (200/mo) <input type="checkbox"/> \$3,600 (300/mo) <input type="checkbox"/> \$4,200 (350/mo) <input type="checkbox"/> Other <input type="checkbox"/> Please Specify \$ _____ Utility Costs such as Hydro: Monthly \$ _____ Annual \$ _____			
11.b) What percentage of the total household income does shelter Costs represent? (Select a Range)	Under 25% <input type="checkbox"/> <input type="checkbox"/> At 25% <input type="checkbox"/> <input type="checkbox"/> 25-30% <input type="checkbox"/> <input type="checkbox"/> Over 30% <input type="checkbox"/>	Low	Medium	High

8	Points
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Chief and Council recommendations	
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Affordability Analysis

What Housing Costs Can I Afford?

Applicant Name: _____

Housing Unit #: _____

Date of Interview: _____

Step 1 **Expected Monthly Housing Expenses**

This Section will be completed with the housing coordinator who will give you the average housing costs you can expect to pay based on the average costs for the type of housing assistance you have applied for.

Expected Housing Related Expenses	Average Monthly Amount
Rent/Mortgage, Maintenance fee	\$ 435.00
Hydro, Oil, Water heater	\$ 450.00
Content Insurance	\$
Other costs (specify)	\$
Total housing- related expenses	\$ 885.00

Step 2 **Determine Monthly Household Income**

List the regular gross monthly income (before deductions) for all permanent adult members of the household who will be living in the unit.

Gross Monthly Income	Average monthly income amount
Gross employment income (before taxes and deductions)	\$
Social Assistance benefits	\$
Pension benefits	\$
Employment insurance benefits	\$
Alimony, child support	\$
Other Income	\$
Total gross monthly income	\$

Affordability Analysis

Step 3 Determine Non-Housing Expenses

Now calculate all of your current monthly non-housing expenses.

Current Non-Housing Expenses	Average monthly amount
Groceries	\$
Clothing	\$
Child care, school/sporting fees and related expenses	\$
Phone, Cable, Internet	\$
Insurance (car, snow machine, atv, ect.)	\$
Car/truck loan payments	\$
Gas and other transportation costs including car repairs	\$
Personal loan payments	\$
Credit card payments	\$
Entertainment	\$
Other	\$
Total Monthly Non-Housing Expenses	\$

Step 4 Amount available for housing-related expenses

Total gross monthly income from Step 2		\$
Total monthly non-housing expenses from Step 3	Minus	\$
Amount available for monthly housing expenses	Equals	\$
Total housing-related from Step 1	Minus	\$ 885.00
Difference	Equals	\$

Affordability Analysis

Instructions for housing staff

As part of the housing program, occupants must make monthly payments. They may also be responsible for housing costs they may not be required to make in their current accommodation (i.e. heating, insurance, repairs, etc.).

An affordability analysis is an important part of the application package so that both the housing department and the applicant can determine whether the applicant can afford to make the required housing payment and pay for other related housing costs. It is recommended that the housing staff assist the applicant to complete this form.

Step 1 – Expected Monthly Housing Expenses

Important – Complete this section of the affordability analysis before the interview!

This information should be based on the past year's average operating cost for the unit that the applicant is applying for, or similar costs (i.e. average heating costs).

Step 2 – Determine Monthly Household Income

Ensure the applicant includes the gross household income (before deductions) from all sources of all adult members who will be living in the unit. The exception is income earned by dependants who are attending school full-time.

Step 3 – Determine Non-Housing Expenses

Have the applicant review each item on the list; keep in mind that it may be necessary to ask them whether they are considering all household and personal expenses.

Step 4 – Amount available for housing-related expenses

Take the gross monthly income from Step 2 and deduct the monthly amount of non-housing expenses from Step 3 to determine the amount available for the monthly housing expenses. Then deduct the expected monthly housing expenses from Step 1 to determine whether the applicant can afford to make the monthly housing payment and to pay other related housing costs that they will be responsible for.