



## CAMPONI APPLICATION FOR RENTAL ACCOMMODATIONS

Welcome to Camponi Housing Corp! We offer affordable rents including a Rent Geared-To-Income Program for all family sizes. We have rental units in most areas of Saskatoon.

Eligibility factors, such as income levels, will determine which Housing Program you qualify for. Your household size will determine what size of unit you qualify for. Your application will be placed on the waiting list until a suitable unit is available.

Please call our office if you have any questions Monday – Friday, 8:30 am – 4:30 pm

## MISSION STATEMENT

*We are a non-profit corporation committed to...*

- *Fostering growth, strength and pride in the Métis Community*
- *Providing safe, affordable and adequate housing for Métis people in Saskatoon, SK*
- *Maintaining a stable and sustainable organization*

## VISION

- *Healthy homes supporting strong communities*

## VALUES

*We believe in ...*

- *Community pride*
- *Respect*
- *Honesty*
- *Accountability*
- *Innovation*
- *Caring*

# APPLICATION PROCESS INFORMATION SHEET

**IMPORTANT INFORMATION PLEASE READ – PLEASE KEEP THIS SHEET FOR REFERENCE**

The wait for a rental unit can be as short as two months and as long as 12 months or more - depending on your need and availability of a unit. New tenants are placed based on need, not first come first serve basis. Our Human Rights Exemption allows us to give preference to Métis applicants. **WE DO NOT HAVE EMERGENCY HOUSING. If your application is NOT complete it will NOT be processed.**

## **1. Complete all areas of the application –READ THE APPLICATION AND FILL OUT ALL FIELDS**

- a. All fields MUST BE FILLED OUT that are applicable.

## **2. Written landlord references**

- a. References must be from a recognized agency/company – cannot be from a relative.
- b. References submitted must cover the last 2 year period, so you may need to submit more than one.
- c. Use the attached Landlord Reference form- Landlord to complete and sign.
- d. If you are a Home owner, we require a letter from your mortgage company.
- e. If you live in a Band house, we require a reference from the Band.
- f. **Never rented before – submit a business / character reference IE from a teacher, employer.**
- g. **If you have a Support Agency working with you, you are not required to submit a Landlord Reference – you are required to supply a letter from the Support Agency outlining your support requirements.**

## **3. Written Credit References**

- a. Must be from a recognized agency/company – cannot be from a relative.
- b. References submitted must cover the last 2 year period, so you may need to submit more than one.
- c. Use the attached Credit Reference form – representative from the credit company must complete and sign.
- d. Can be from utility company, daycare, furniture store, car dealership.
- e. **No established credit – submit a business/character reference IE from a teacher, employer.**
- f. **If you have a Support Agency working with you, you are not required to submit a Landlord Reference – you are required to supply a letter from the Support Agency outlining your support requirements.**

**4. Household Income Verification from all sources:** Submit verification of income in the form of a cheque stub or letter from the source, from all sources for all Household members.

**5. Copy of Health Cards for all household members.**

**6. Copy of Metis card/Treaty card for all household members.** If you do not have a card you can explain and self-declare.

**You will be notified by letter when your application is approved. Approved applications are placed on a wait list.** It is important that you update us if there are changes in your household composition, household income, contact telephone numbers or if your address changes. **If we are unable to contact you, your application will be cancelled.**

We will contact you when a suitable unit becomes available. At this point you would be required to update your information, submit verification of tenant insurance, sign the lease, connect utilities in your name and pay first month's rent and half the Damage Deposit.

**\*\*Applications are kept for one year from the receipt date. After one year, a new application will be required and/or update your information.**

# CAMPONI HOUSING CORP. / SASKNATIVE RENTALS INC. HOUSING APPLICATION

## APPLICANT

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Health Card # \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

## CO-APPLICANT

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Health Card # \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

## Ancestry (Circle one)

Metis / First Nations/Non Status/Inuit / Non-Aboriginal

Marital Status \_\_\_\_\_

## Ancestry (Circle one)

Metis/First Nations/ Non Status/ Inuit /Non-Aboriginal

Marital Status \_\_\_\_\_

## OTHER MEMBERS OF HOUSEHOLD - You must provide copies of health cards for each in person in home

Complete the table for each household member except yourself and the co-applicant (if applicable)

Last Name	First Name	Relationship to Applicant	Date of Birth mm/dd/yyyy	Age	Gender	Student

Do you have your children (circle one): All the time / Most of the time / Sometimes

## CURRENT LIVING SITUATION

## PREVIOUS LIVING SITUATION

**(Covering the last 2 year period)**

Circle One: Rent / Own / Live with Family or Friend

Circle One: Rent / Own / Live with Family or Friend

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Occupancy Date: \_\_\_\_\_

Occupancy Date From: \_\_\_\_\_

Current Rent: \_\_\_\_\_

Occupancy Date To: \_\_\_\_\_

Number of bedrooms \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord Contact #: \_\_\_\_\_

Landlord Contact #: \_\_\_\_\_

Have you ever rented from Camponi Housing Corp. / Sasknative Rentals Inc. / La Maison?

Yes

No

If Yes, address: \_\_\_\_\_

Date: \_\_\_\_\_

## MONTHLY HOUSEHOLD INCOME

You must include all income from all sources and both applicant and co- applicant \*Proof of income is needed for application

Income Source	Applicant	Co-Applicant	Other	Other
Gross Wages				
Social Assistance				
Child Support				
Child Tax Benefit				
Universal Child Tax Benefit				
Training Allowance/Student Loan				
Employment Insurance				
Worker's Compensation				
Disability/Sick Allowance				
Old Age Security				
Canada Pension Plan				
Sask. Income Plan				
Sask. Rent Supplement				
Sask. Employment Supplement				
Other (Specify)				

**MUST attach supporting income information for each household member 19 years of age and older:**

- ☐ > 3 most recent pay stubs (for employment income)
- ☐ > Copy of Social Assistance benefit stub
- ☐ > Child Tax statement
- ☐ > Cheque stubs showing Pension, Worker's Comp, Training Allowance, other income, etc.
- ☐ > Employment Insurance cheque stubs, benefit statement, or copy of cheque

### **ASSETS**

Approximate Value of Saleable assets: Under \$5,000 \_\_\_\_\_ Over \$5,000 \_\_\_\_\_

Do you own Real Estate property: Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a Band Issued house? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you own a vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Make and Year \_\_\_\_\_

**Please list your reason for wanting to move from your present accommodations**

### **NEXT OF KIN** (Please provide two)

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

## **OTHER INFORMATION REQUIRED**

### **→ Credit Reference**

Please provide credit references covering the last 2 year period. A copy of the required form is attached

### **→ Landlord Reference**

Please provide landlord references covering the last 2 year period. A copy of the required form is attached.

### **→ Proof of I.D.**

Copy of Health Cards for all members of the Household

Copy of Métis / Treaty Cards if applicable

### ***\* Please Note***

**APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS SUBMITTED.**

It is your responsibility to keep our office updated of any changes on your application:

address, phone number, family size, income, etc.

Applications will be kept for a one year period. If we do not hear from an applicant after one year, the application will be cancelled and removed from the waiting list.

## **DECLARATION:**

I declare the information provided on this application to be correct. I am aware that any false statements and/or verifications will automatically cancel my application.

I understand that Camponi Housing Corp./Sasknative Rentals Inc. offers Wrap Around Services to support their tenants in accessing and maintaining their housing. In order to ensure that your information remains confidential, all data pertaining to clients referred to or accessing Wrap Around Services is stored in a secure database of housing needs called HIFIS. I understand that specific **non - identifying** information will be used by the Government of Canada to build a database of housing needs.

I understand that this application does not constitute an agreement on the part of Camponi Housing Corp. / Sasknative Rentals Inc. or its agents to provide me with rental accommodations.

I acknowledge that this application becomes the property of Camponi Housing Corp. / Sasknative Rentals Inc. /

La Maison Inc. or its agents prior to the execution and delivery to me of a lease hereby applied for, to withdraw, revoke, or cancel without penalty of liability for damage or otherwise and acceptance or approval of this application previously made or given.

I HEREBY AUTHORIZE YOU TO MAKE ANY INQUIRIES YOU DEEM NECESSARY TO VERIFY THE ABOVE FACTS PROVIDED.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **CREDIT REFERENCE**

(Credit Company to complete and sign)

### **Client:**

Name(s): \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City/town: \_\_\_\_\_ Province: \_\_\_\_\_

### **Credit Information:**

Credit term: From D\_\_\_\_M\_\_\_\_Y\_\_\_\_ To D\_\_\_\_M\_\_\_\_Y\_\_\_\_

Total Credit amount: \$ \_\_\_\_\_

Average Monthly Payments \$ \_\_\_\_\_

Payment History: Good / Average / Poor

Method of Payment: Direct Debit / Cheque / Cash / other

Comments: \_\_\_\_\_

### **Credit Company Information:**

\_\_\_\_\_  
Credit Company Name  
(Company Stamp)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / Town/ Prov.

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

**APPLICANT** – References must be from a recognized agency/company  
References submitted must cover the last 2 year period, so you may need to submit more than one.  
Examples of Credit Company: Utility Company, Phone Company, Daycare, Vehicle payment etc

## LANDLORD REFERENCE

(Rental Agency to complete and sign)

### Tenant/Client:

Name(s): \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City/town: \_\_\_\_\_ Province: \_\_\_\_\_

### Tenant Rental Information:

Number of bedrooms in unit: bachelor, one, two, three, four, five plus

Number of occupants: Adults \_\_\_\_\_ Children \_\_\_\_\_

Tenancy: From D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_ to D \_\_\_\_\_ M \_\_\_\_\_ Y \_\_\_\_\_

- Monthly Rent Charged: \$ \_\_\_\_\_
- Rent payments ☐Excellent ☐Good ☐Poor
- Housekeeping Care ☐Excellent ☐Good ☐Poor
- Yard Care ☐Excellent ☐Good ☐Poor
- Lease Violations/complaints ☐Yes ☐No If yes, what type of violation – noise, disturbance, illegal activity, others residing in unit not listed on lease, damage to unit/yard, other \_\_\_\_\_. # of violations \_\_\_\_\_.
- Proper Notice Given ☐Yes ☐No
- Damage Deposit Returned ☐Yes ☐No ☐Partial
- Outstanding Balance at move out:  
Rent \$ \_\_\_\_\_ Cleaning \$ \_\_\_\_\_ Damages \$ \_\_\_\_\_

### Landlord Information:

Rental Agency Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Company Stamp)

Address \_\_\_\_\_ City / Town/ Prov \_\_\_\_\_

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant** — References submitted must cover the last 2 year period, so you may need to submit more than one.