

## **APPLICATION PROCESS**

Any submitted applications must be completed in full, before it will be sent to the Board of directors. Meadow Lake Native Urban Housing Corp. does contact your most current listed land lord for reference check. If an applicant has never rented before, they must submit **TWO** character references that are not friends or family. These references must be able to be contacted.

1. Once you have submitted your application with **ALL** required information, one of our Tenant Relations workers will contact the applicant. The purpose of this contact is to set up a home interview (if the applicant resides within Meadow Lake). The purpose of this home interview is so the applicant can better express their needs for a new rental unit. If the applicant is not within Meadow Lake, it is encouraged that they attach a letter to their application which clarifies their housing needs.
2. Once the application has been submitted and a home interview has been conducted, the applicant is then entered into our database. The applicant then point rated and taken to the Board of Directors for approval or rejection.
3. If the applicant has been declined, they still remain in the system for a period of six months. If **ANY** information on the application changes before the six month time period is up, it is up to the applicant to notify the office of changes. We cannot contact an applicant if we do not have the correct numbers or address. If employment or any other circumstances change, it is important that the information is updated with us as well.
4. If an applicant has been approved for a rental unit, they **MUST** do the following prior to moving in: give current landlord 30 days' notice of vacancy; pay a security deposit equal to first month rent and pay a water meter deposit of \$125.00.
5. Selected applicants do not get to view the unit before they accept. If unit is refused the applicant goes to the bottom of the prioritized applications.
6. Utility forms need to be verified by the utility companies, upon acceptance. Verifications **MUST** be in the name of the applicant and, if applicable, the co-applicant. If verifications cannot be in the applicant and/or co-applicant`s names, they will not qualify for the given unit.

All applications are reviewed by the Board of Directors as a whole. The wait for a rental unit can vary between one and six months or longer, depending on your need, circumstances and unit availability. **WE DO NOT HAVE EMERGENCY HOUSING**

At your request, we have provided you with an application. We are providing the following information so that you have a clear understanding of the process and what is required when submitting a housing application. Until ALL required information is submitted, your application will not be processed.

When submitting an application, the following documentation MUST accompany the application.

**VERY IMPORTANT TO HAVE WITH COMPLETED APPLICATION**

1. Completed current and previous Landlord reference form
2. If you have lived in a Band house please supply a letter from your band regarding unit upkeep and any payments, if applicable
3. If you have never rented housing before, you must provide TWO character references (not friends or family). Good references would include: present employer, teacher, Kids First worker, etc.
4. Current Health Card information for EVERYONE named on application
5. If Metis: you must fill out the 5 Generation Genealogical chart (do not feel overwhelmed by the chart, just fill it out to the best of your ability).
6. If Treaty: you must provide your treaty card or a letter from your Band office.
7. Proof of income: cheque stubs, social service stubs, or other source of income stubs. WE DO NOT TAKE CHILD BENEFITS AS INCOME.

Before bringing your application to the office, please make sure ALL of the above information is attached. If you cannot access a photocopier to provide the required copies, our administrative staff will be more than happy to assist you in the office. Applications submitted without the above information will NOT be processed.

Once your application has been submitted, it is then placed on the waiting list. It is up to you to update your application as needed every six months.

**PLEASE DO NOT CALL US, AS IT WILL NOT SPEED UP THE APPLICATION PROCESS.**