

Seniors Self Contained Apartments, Community Housing and Direct to Tenant Rent Supplement (DRS) Application



FREQUENTLY ASKED QUESTIONS

Do I have the right application form?

Application for Accommodation – Manors/Seniors Self Contained	Application for Accommodation – Community Housing
If you are... A Senior (over age 65) and are... Applying for a suite in the seniors' apartments and/or Direct Rent Supplement Program – please complete the application form.	If you are... Not a Senior and are... Applying for Community Housing and/or Direct Rent Supplement Program – please complete the application form.

Do I need to answer all of the question on the application?

Yes, all questions and requested documentation must be supplied in order for the application form to be processed. If a question does not apply to your situation, mark N/A in the section. **Incomplete applications will not be processed.**

How do I get the application signed by a Commissioner for Oaths?

A Commissioner for Oaths administers oaths, and takes and receives affidavits, declarations, and affirmations that will be used in Alberta. Your local RCMP office, Town Office, Pharmacist, or lawyer's office are generally available to provide this service. The Housing Coordinator, Valerie Puttick can provide this service - **by appointment only.**

Is there any other documentation that I need to provide?

Yes.

If you are a Senior (over age 65) you must provide the following documents:	Community Housing (not Seniors) must provide the following documents:	Direct Rent Supplement applicants must provide the following documents:
<p style="text-align: center;"><u>Senior's Self Contained</u></p> <ul style="list-style-type: none"> • Photocopy of most recent tax year's Notice of Assessment <p style="text-align: center;"><u>Direct Rent Supplement</u></p> <ul style="list-style-type: none"> • If applying for Direct Rent Supplement you must provide a copy of lease and/or proof of rent and landlord contact information – landlord may be contacted. 	<ul style="list-style-type: none"> • Letter of employment stating number of hours and rate of pay per hour or salary and length of employment • For those on Income Support or AISH a copy of your Notice of Eligibility is required 	<ul style="list-style-type: none"> • Letter of employment stating number of hours and rate of pay per hour or salary and length of employment • Any other income must be supported by documentation • For those on Income Support or AISH a copy of your Notice of Eligibility is required • Copy of Lease and/or Proof of Rent and landlord contact information is required – landlord will be contacted if copy of lease is not provided.

If required information is not provided, your application will not be processed.

Where do I send the application once it is complete?

Please mail your completed application to Mountain View Seniors' Housing, PO Box 399, Didsbury, AB T0M 0W0, Attention: Valerie Puttick, Housing Coordinator.

How long will it take to be placed/approved?

All of our facilities have waiting lists and placement is based on what your priority rating score is. Direct Rent Supplement approvals are done at the government level, please allow two weeks minimum processing time, however processing times vary.

Contact Information:

Valerie Puttick, Housing Coordinator

Email: valerie.puttick@mvsh.ca Phone: 403-556-6325

Applicants seen by Appointment Only