


**IMPORTANT**

  
Please review the checklist on the next page and make sure that all documents are included when this application is submitted.

Remember to sign the application declaration, release of consent form and any other forms where noted.

**Missing information will delay the processing of your application.**

**Submit** your completed application with supporting documents –

By mail or in-person:

**Meridian Housing Foundation**  
4908 53 Avenue,  
PO Box 3191  
Stony Plain, AB T7Z 1Y4

Ph. 780-963-2149

By fax: 780-591-0031

By email to:  
[RAB@meridianfoundation.ca](mailto:RAB@meridianfoundation.ca)

The Rent Assistance Benefit is a subsidy paid directly to recipient households who live in rental housing to help make their rent more affordable.

RAB is designed for households in core housing need who have low-income and ongoing need.

**Criteria**

- Applicants must:
- Be a Citizen of Canada, Permanent Resident of Canada, Refugee sponsored by Canada, or have applied for refugee or immigration status and for whom private sponsorship has broken down,
  - Have assets with total value less than \$25,000, and
  - Have a lease agreement with a landlord in Parkland County, Spruce Grove or Stony Plain
  - Be in core housing need based on CNIT income levels:
- | <u>Studio</u> | <u>1-Bedroom</u> | <u>2-Bedroom</u> | <u>3-Bedroom</u> | <u>4 Bedroom</u> |
|---------------|------------------|------------------|------------------|------------------|
| \$37,000      | \$44,000         | \$54,000         | \$67,000         | \$71,500         |

**Application Process**

Applications are reviewed for completeness. If your application is incomplete, a staff member will provide you with a checklist of what is required in order to process the application.

Complete applications are assigned point scores and placed on waitlist.



***Please use the checklist on the following page to ensure your application is complete.***

## Application Checklist

Required Documents	
<input type="checkbox"/>	1. Fully Completed Application – pages 3, 4, 5, and 6
<input type="checkbox"/>	2. A copy of your most recent Notice of Assessment from CRA showing line 15000 for each household member aged 22 years and older
<input type="checkbox"/>	3. A copy of your household's current lease agreement
<input type="checkbox"/>	4. Signed Declaration – page 6
<input type="checkbox"/>	5. Completed Release of Information Consent Form
<input type="checkbox"/>	6. Government issued identification <ul style="list-style-type: none"> <li>• All household members aged 18 years and older must provide government issued photo ID, either by showing staff when dropping off the application, or by including a copy. Accepted forms of identification include driver's license, passport, residency card, etc.</li> <li>• For dependents, please provide a copy of their provincial health care card, birth certification or government issued photo ID or driver's license.</li> </ul> <p style="text-align: center;"><i>Once MHF verifies identities, any copies provided will be securely destroyed.</i></p>
Supporting Documents (As Applicable)	
<input type="checkbox"/>	1. Government issued identification
<input type="checkbox"/>	2. Copy of AISH benefit statement for each recipient
<input type="checkbox"/>	3. Permanent Resident or Immigration Status documentation
<input type="checkbox"/>	4. Verification of student status – for dependents ages 22 – 24 who are enrolled in a accredited, full-time post-secondary program <p>Proof includes:</p> <ul style="list-style-type: none"> <li>• MHF's School Status Verification form (included in the application package)</li> <li>• Student funding notice which shows start and end date of school term</li> <li>• Letter from School/Registrar on letterhead confirming the student's status</li> <li>• AB Works Student Learners Income Support</li> <li>• Full-time student schedule with a copy of school photo ID</li> </ul>
<input type="checkbox"/>	5. Documents related to a separation and division of assets that may be pending. These may include a mortgage statement, tax assessment for residential property, court documents, etc.
<input type="checkbox"/>	6. Declaration of Assets – all assets must be declared including those considered exempt for scoring. <p>Assets are:</p> <ul style="list-style-type: none"> <li>• Equity in owned property</li> <li>• Cash, certain investments, money in a savings account</li> <li>• A second vehicle (ex: not used exclusively for work, camper/trailer, boat, OHV). If you have a second vehicle, please provide a copy of loan/payment information to establish asset value.</li> </ul> <p>Assets that are exempt for priority scoring include:</p> <ul style="list-style-type: none"> <li>• Essential personal and household items such as clothing and furniture</li> <li>• Primary family vehicle</li> <li>• Tax Free Savings Accounts (TFSA)</li> <li>• Assets in pension funds, registered disability plans, registered education &amp; retirement savings plans</li> <li>• Tools, equipment and supplies necessary for a profession or trade</li> <li>• Lump sum payment or refund from the Government of Alberta or Canada</li> </ul>

# MERIDIAN HOUSING FOUNDATION RESIDENT APPLICATION

RAB

<b>Primary Applicant</b>	<i>Date of Application</i>
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<i>Applicant 1 Legal Last Name</i>	<i>Legal First Name</i>	<i>Initial</i>
<i>Preferred Name</i>		<i>Please list any other names you have used:</i>

<b>Birthdate (MM-DD-YYYY)</b>	<b>Marital Status</b>	<b>Legal Status</b>
<i>Sex</i>	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Privately Sponsored <input type="checkbox"/> Other _____
<input type="checkbox"/> Male <input type="checkbox"/> Female		
<i>Email</i>	<i>Primary Phone Number</i>	<i>Alternate Phone Number</i>

<b>Co-Applicant (if Applicable)</b>
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<i>Applicant 2 Legal Last Name</i>	<i>Applicant 2 Legal First Name</i>	<i>Initial</i>
<i>Preferred Name</i>		<i>Please list any other names you have used:</i>

*Relation to Primary Applicant:*       Spouse     Relative     Friend     Other: \_\_\_\_\_

<b>Birthdate (MM-DD-YYYY)</b>	<b>Marital Status</b>	<b>Legal Status</b>
<i>Sex</i>	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Privately Sponsored <input type="checkbox"/> Other _____
<input type="checkbox"/> Male <input type="checkbox"/> Female		
<i>Email</i>	<i>Primary Phone Number</i>	<i>Alternate Phone Number</i>

<b>Accommodation Information – Note: you must be currently renting and able to provide a copy of your lease.</b>
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<i>Street Address</i>	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
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- 1) *Current Rent Amount:* \$ \_\_\_\_\_
- 2) *Utilities you pay:*     Water/Sewer     Heat/Gas     Power     None - All utilities are included in rent.
- 3) *Type of Housing:*     Apartment     Townhouse     House     Other: \_\_\_\_\_
- 4) *Number of Bedrooms:*     One (1)     Two (2)     Three (3)     Four (4) or more
- 5) *Is this address considered a basement or secondary suite\*?*     Yes     No
- 6) *Are you related to your landlord in any way (directly or indirectly)?*     Yes     No

*\*Basement and secondary suites must be considered legal by the municipality.*

# MERIDIAN HOUSING FOUNDATION RESIDENT APPLICATION

RAB

## Household Composition

Please provide information for people who reside in your household in addition to the Primary Applicant and Co-Applicant. Please ensure that names are the same as shown on the government issued identification.

For members of the household who are ages 22 to 24 and are students enrolled in a full-time, accredited post-secondary program, please include proof as listed on the checklist on page 2.

First Name	Last Name	Relationship to Applicant	Gender	Date of Birth (M/D/Y)	Does this person have income?	Is this person a student?

7) Have you, or anyone in your household, ever applied for or are currently receiving RAB?  No  Yes

If yes, from which provider: \_\_\_\_\_

8) Is a baby expected?  No  Yes If yes, due date: \_\_\_\_\_

9) Are you expecting any other change to the size of your household this year?  No  Yes

If yes, please include documentation such as confirmation of adoption, kinship care, or another situation which changes your family size.

10) Do you share any part of the accommodation with person(s) other than those listed here?  No  Yes

If yes, please explain: \_\_\_\_\_

**Alternate Contact:** If we are unable to reach you for updates, we will contact this person.

Alternate Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Target Populations

Please check off any of the following population groups that apply to any members of your household.

<input type="checkbox"/> Indigenous peoples	<input type="checkbox"/> People with disabilities
<input type="checkbox"/> Individual fleeing violence or leaving second stage shelter*	<input type="checkbox"/> At risk of or transitioning out of homelessness*
<input type="checkbox"/> People dealing with mental health or recovering from addiction*	<input type="checkbox"/> Identify with diverse concepts of gender identity and expression or sexual orientation
<input type="checkbox"/> Veteran	<input type="checkbox"/> Youth exiting government care
<input type="checkbox"/> Racialized group	<input type="checkbox"/> Recent Immigrant or Refugee (in Canada less than 5 years)

*\*Please contact the Housing Administrator if you check this category. Supporting documentation may be required.*

# MERIDIAN HOUSING FOUNDATION RESIDENT APPLICATION

RAB

## Household Income

Rent Assistance Benefit program requires verification of income. Complete the chart below for all members of the household ages 22 and older.

	Primary Applicant	Co-Applicant or Household Member 1	Household Member 2	Household Member 3
AISH (Assured Income for Severely Handicapped)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line 15000 of most recent NOA (Notice of Assessment from CRA)	\$	\$	\$	\$

Does the above chart accurately reflect your current income?  Yes  No

If no, please describe what is different: \_\_\_\_\_

Do you receive (or have ever received) RAB, TRAB, PLRS or any other kind of rent supplement?  Yes  No

If yes, please list the name and source of the supplement: \_\_\_\_\_

## Asset Declaration

To meet program eligibility criteria, a household must not have more than \$25,000 in eligible assets as defined by the *Social Housing Accommodation Regulation*.

Assets are defined as all property. This includes but is not limited to cash on hand, cash in chequing and/or savings accounts, certain investments, property owned, motor vehicles and equipment.

One personal vehicle per household is exempt.

Other assets that are exempt include but are not limited to, household furnishings and appliances, clothing for personal use, tools, agricultural equipment and supplies necessary for a profession or trade, assets in pension funds, registered retirement, education or disability savings plans, or amounts in tax free savings accounts.

**ALL ASSETS MUST BE DECLARED.**

**Please list the type and total value of each asset applicable to your household. Reminder: One personal vehicle is exempt from the limit. A second vehicle is exempt if used exclusively for work purposes.**

Asset	Primary Applicant	Co-Applicant or Household Member 1	Household Member 2	Household Member 3
<b>Total Combined Asset Value(s)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

# MERIDIAN HOUSING FOUNDATION RESIDENT APPLICATION

RAB

## Consent for Landlord Reference Check

Meridian Housing Foundation conducts Landlord Reference Checks to confirm the information provided by the applicant(s) for the purpose of determining eligibility and administering the RAB program.

<i>Landlord Name</i>	<i>Phone Number</i>
<i>Lease Start Date</i>	<i>Lease End Date</i>

## Declaration

**I/We declare** that this is my/our application; and all the information in it is correct and complete to the best of my/our knowledge.

**I/We authorize:**

- Meridian Housing Foundation to make any inquiries that are necessary to verify the information given in this application;
- any person, corporation, or social agency to release to Meridian Housing Foundation any information pertinent to the assessment of my/our application; and
- members of Meridian Housing Foundation to receive and exchange with credit bureaus and my/our previous landlords credit and other tenancy information about me/us, to be used in the decision-making process to provide me/us with rent assistance benefit.

**I/We understand:**

- that this application is not an agreement on the part of Meridian Housing Foundation or its members to provide me/us with rent assistance benefit;
- that if I/we are being considered for rent assistance benefit, Meridian Housing Foundation may gather additional information in order to assess my/our ability to uphold the obligations of a funding agreement and it is my/our responsibility to provide information requested to assist with this assessment;
- that it is my/our responsibility to tell Meridian Housing Foundation of any changes to the information given in this application and to provide any supporting materials required;
- that false information given by me/us may result in my/our application being cancelled from consideration; and
- that Meridian Housing Foundation at any time prior to the execution and delivery to me of a funding agreement hereby applied for, to withdraw, revoke or cancel without penalty or liability for damages or otherwise, any acceptance or approval of this application previously made or given.

\_\_\_\_\_  
*Printed Name of Applicant*

\_\_\_\_\_  
*Printed Name of Co-Applicant*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Co-Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*



**MERIDIAN**

Housing Foundation

**RAB - Rent Assistance Benefit  
Release of Information Consent Form**

Meridian Housing Foundation collects personal information under the Alberta Housing Act and its regulations, for the purpose of administering housing programs. MHF protects personal information under the *Freedom of Information and Protection of Privacy Act* (FOIP).

During the application process and during your participation in the Rent Assistance Benefit program with MHF, information regarding your health, social needs, income and household composition will be used to determine your initial and continued eligibility for the RAB program, as well as to determine additional services that may be required to support your participation in the RAB program.

Your employer and any agency who provides assistance will not release information without your written consent. MHF requests that all members of your household who are aged 18 years or older sign the following consent form.

I, \_\_\_\_\_ authorize:

- a) MHF to verify all information relating to my application as well as any future information provided by me or my household members during my participation in the RAB program.
- b) MHF to release and exchange any information and documents with other parties to support my participation in the RAB program and to determine continued eligibility. MHF may exchange information with current and past employers, AISH workers, caseworkers, support workers, health care providers, FCSS workers, Trustees, food banks, federal, provincial, or municipal government departments (including AISH, Alberta Works, Employment Insurance, WCB), landlords, municipal utility department, emergency contact persons, or other. \_\_\_\_\_, \_\_\_\_\_.
- c) The parties noted in the previous paragraph to release the same such information to Meridian Housing Foundation.
- d) I understand that this authorization will remain valid from this date forward unless revoked by me in writing.

Printed Name	Signature	Date
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I am the legal guardian of these children:

Full Name of Child	Full Name of Child	Full Name of Child	Full Name of Child
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I consent to the release and exchange of their information:

Printed Name of Legal Guardian	Signature of Legal Guardian	Date
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**MERIDIAN**

Housing Foundation

**RAB - Rent Assistance Benefit**

**School Status Verification Form**

Regarding: \_\_\_\_\_  
Applicant/Participant

Meridian Housing Foundation is required to verify enrolment status for applicants and present participants in order to establish eligibility and determine the monthly subsidy. The applicant/participant has indicated that he/she is presently attending school. Your assistance is requested in completing the information section of this form and returning it to our office. The applicant/participant has authorized the release of this information below:

I, \_\_\_\_\_, the undersigned hereby authorize you to release any information requested by Meridian Housing Foundation.

\_\_\_\_\_  
Signature of applicant/participant

\_\_\_\_\_  
Date

**INFORMATION REQUIRED**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Program Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Dates of Attendance: from: \_\_\_\_\_ to: \_\_\_\_\_

What is the student's current status:     Full Time                       Part Time

\_\_\_\_\_  
School Official's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MHF Use Only

Verified By:

Date:

This personal information is being collected under the authority of the Alberta Housing Act and will be used for the purpose of administering the housing program. It is protected by the privacy provisions of the *Freedom of Information & Protection of Privacy Act*.