

## **Rent Assistance Benefit (RAB) Application**

### **What is the Rent Assistance Benefit program?**

- The Rent Assistance Benefit program is a monthly benefit provided for households in Core Housing Need. The program is designed to make your rent more affordable.

### **What is Core Housing Need?**

- A household is in Core Housing Need if a household has an annual income below the threshold for their community and is paying more than 30 percent of their household's income for rent.

### **What is Considered a Household?**

- A household is defined by the Social Housing Accommodation Regulation (Alberta) and includes the following:
  - Spouse, common-law, or adult interdependent partner
  - Dependent, a member of your household that is not self-supporting, under 25 years of age and related by blood, marriage, adoption to another member of the household, or by virtue of an adult interdependent relationship.
  - Adults co-applying who are none of the above. EG: roomates.

### **Assets and RAB Eligibility**

- Households cannot hold over \$25,000 in eligible assets as defined by the Social Housing Accommodation Regulation (Alberta).
- One personal non-recreational vehicle is exempt from the asset limit. A second vehicle is not exempt unless it is used for work purposes.

### **Are You Eligible to Apply?**

Before you apply, please ensure that you meet the eligibility criteria. Please note that acceptance of an application does not guarantee you will be approved for the Rental Assistance Benefit. Applications are point scored and subject to available funding from the Government of Alberta. Eligibility criteria is as follows:

- ✓ Core Housing Need;
- ✓ Assets of \$25,000 or less;
- ✓ A Canadian Citizen, permanent resident, or a refugee sponsored by the Government of Canada; and

- ✓ A combined household income less than the income thresholds listed below. Please note that income thresholds are set annually by the Government of Alberta and based on the combined income of everyone in your household that is 22 years of age or older.

<b>2023 Income Thresholds (June 2023)</b>					
Maximum Applicant Household Composition	1 Adult	2 Adults	1 or 2 Adults and up to 2 dependents	1 or 2 Adults and up to 3 dependents	1 or 2 Adults and up to 4 or more dependents
<b>Maximum Income</b>	<b>\$37,000</b>	<b>\$44,000</b>	<b>\$54,000</b>	<b>\$67,000</b>	<b>\$71,500</b>

## Application Process for Rental Assistance Benefits

### Step 1 – Completing Your Application

Complete this application and include supporting documentation to verify your household income and dependents.

Each household member is required to provide proof of identity.

- For dependents under 18 years of age, please provide a photocopy of their provincial health care card, birth certificate, government issued photo identification, or a driver's license.
- For those 18 years of age or older, please provide a photocopy of government issued identification such as a drivers' license, passport, residency card,
- Copies of your household's personal information will not be kept on file. Once verified, copies will be securely destroyed.

### Step 2 – Submitting Your Application

- Email completed applications to [rentassist@homelandhousing.ca](mailto:rentassist@homelandhousing.ca); or
- Upload completed applications from our website [www.homelandhousing.ca](http://www.homelandhousing.ca); or
- Fax completed applications to 780.939.2513; or
- In person drop-off during regular business hours:

Homeland Housing  
10021 – 101 Street  
Morinville, Alberta T8R 1R9  
8:30 am to 3:00 pm Monday through Friday

### Step 3 – Confirming Your Application

Applicants will be contacted upon receipt of their application within five business days. We will request any missing information, and if you are eligible, set a time to review your application by video conferencing, telephone, or in person. You will receive a letter confirming your status, and if approved, you will be added to the waitlist.

**APPLICATION FOR RENTAL ASSISTANCE BENEFITS**

<b>SECTION 1: How Did You Hear About Us?</b>			
Website	Brochure	Referral	Social Media/Facebook
Community Services	Food Bank	Other: (please list)	

<b>SECTION 2: Applicant Information</b>		
First Name	Last Name	Preferred Name
Date of Birth (dd/mm/yyyy)	Pronoun Female (she/her)    Male (he/him)    Other:	
Marital Status Single    Married    Common Law    Separated    Divorced		
Citizenship Status Canadian Citizen    Permanent Resident    Privately Sponsored		
Primary Telephone No.	Secondary Telephone No.	
Primary Email:	Preferred Contact Type Telephone    Email    Mail	

<b>SECTION 3: Current Accommodation</b>			
<p>In this Section, please list your current address and the type of housing you are currently renting. To be eligible for Rent Assistance Benefits you must be currently renting an eligible accommodation type as outlined in the Social Housing Regulation (Alberta). Please ensure you include a copy of your lease agreement and the Consent to Landlord Reference Check form with your application.</p>			
Address	City/Town	Province	Postal Code
Type of Rental Accommodation House    Apartment    Townhome/Duplex    Basement Suite in a House			

**SECTION 4: Household Composition**

In this Section, please provide information for all people of any age that are or will be living with the applicant.

- If any household members are between the ages of 22 to 24 and are attending school full-time, please include proof of student enrollment in post-secondary education.
- If you are expecting the size of your family to change within the year, please include documentation to support this change such as documents confirming adoption, kinship care, birth, or another situation that would add to your family size.
- Please copy information as it appears on government issued identification.

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

**SECTION 5: Household Income**

In this Section, please provide information regarding your total household income. Your household's total combined gross income must be below the income threshold for your community where the rent assistance benefit is applied for. For **all** household members age 22 or older, please submit the following:

- A copy of the most recent Notice of Assessment (NOA) from Canada Revenue Agency showing the amount of Line 15000.
- If you or any members of your household receive AISH benefits, please provide proof of this with your application as you may qualify for a deduction against your total household income amount.
- If you do not have a recent Notice of Assessment, please call our office for further instructions to verify your household income.

First Name	Primary Applicant	Household Member 1	Household Member 2	Household Member 3	Household Member 4
Line 15000 of the most recent Notice of Assessment	\$	\$	\$	\$	\$
Do you receive AISH Benefits	Yes	Yes	Yes	Yes	Yes

**SECTION 6: Declaring Assets**

In this Section, please provide information regarding your assets. To be eligible for the Rent Assistance Program, a household cannot hold over \$25,000 in eligible assets as defined by the Social Housing Accommodation Regulation.

1. Assets are defined as all property, including certain investments, cash and savings accounts, and owned property such as real estate, recreational vehicles, and equipment.
2. Asset exemptions include 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 savings plans, or amounts in tax free savings accounts. One personal vehicle is exempt from this limit.

List Asset(s)	Primary Applicant	Household Member 1	Household Member 2	Household Member 3	Household Member 4

**SECTION 6: Applicant's Declaration and Consent**

In this Section, all applicants 18 years and older must sign the application. The application cannot be process without these signatures.

1. I/we authorize Homeland Housing to make inquiries necessary to any government organization, agency, or individual for the purposes of verifying information provided in this application.
2. I/we authorize Homeland Housing to contact and receive information from current and/or previous landlords to complete reference checks for the purpose of determining eligibility for the the rent assistance benefit.
3. I/we understand that this personal information is being collected under the authority of Section 33 (c) of the Freedom of Information and Privacy Act and the Alberta Housing Act and Regulation. Collected personal information is protected from unauthorized access, collection, use and disclosures in accordance with Alberta privacy legislation and can be reviewed or corrected upon request.

**SECTION 6: Applicant’s Declaration and Consent**

Questions regarding the collection of personal information can be directed to the FOIP Coordinator at Homeland Housing by telephone at (780) 939-5116 or by email at [info@homelandhousing.ca](mailto:info@homelandhousing.ca).

4. I/we understand that:

- This application is not an agreement or guarantee on the part of Homeland Housing to provide me/us with a rent assistance benefit.
- Failing to respond for information requests to complete or update your application will result in your application being cancelled and removed from the waitlist.
- It is my/our responsibility to keep Homeland Housing updated of any changes to my/our household circumstances including, but not limited to contact information, address change/move, household composition, or income.

Primary Applicant (Print)	Primary Applicant (Signature)	Date
Co-Applicant (Print)	Co-Applicant (Signature)	Date
Co-Applicant (Print)	Co-Applicant (Signature)	Date
Co-Applicant (Print)	Co-Applicant (Signature)	Date
Co-Applicant (Print)	Co-Applicant (Signature)	Date

**SECTION 7: Email Consent**

In this Section, you are consenting to email communications. Please note that you do not need to agree to this consent in order to apply or qualify for Rent Assistance Benefits.

I/we agree to correspond with Homeland Housing through email and

1. Authorize Homeland Housing to communicate with me/us by email for any correspondence, requests for information or documents necessary to determine initial and ongoing eligibility of Rent Assistance Benefits and other information as required under the *Social Housing Accommodations Regulations*;
2. Understand that this authorization remains in effect until cancelled in writing;

**SECTION 7: Email Consent**

- 3. Understand that I may cancel this authorization in writing at any time which may affect the timeliness of any updates to my application. Upon cancellation, all correspondence related to my application will be mailed to my home address indicated on this application; and
- 4. Understand that email is not a secure form of communication and interception by a third party is possible, and that the confidentiality of any email message cannot be ensured.

Primary Applicant Signature

Co-Applicant Signature

Date

This information is being collected under the authority of the Alberta Housing Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be used to determine the eligibility of applicants, ongoing need, and program funding allocation of Rental Assistance Benefits. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with Alberta privacy legislation and can be reviewed or corrected upon request. If you have questions, please contact the FOIP Coordinator at Homeland Housing by telephone at (780) 939-5116 or by email at [info@homelandhousing.ca](mailto:info@homelandhousing.ca).