



## APPLICATION FOR SASKATCHEWAN POLYTECHNIC

### STUDENT FAMILY HOUSING

**ALL PAYMENTS, INCLUDING BUT NOT LIMITED TO RESIDENCY FEES  
MUST BE MADE TO THE PRINCE ALBERT HOUSING AUTHORITY.**

**ALL INFORMATION MUST BE COMPLETED FULLY TO BE PROCESSED**

#### PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Cohabitant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Do you require a wheelchair accessible unit? Yes  No

Gender: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

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

#### EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

## STUDENT DECLARATION

I, \_\_\_\_\_(name), \_\_\_\_\_(Student ID#),

\_\_\_\_\_ (program), hereby give permission to Saskatchewan Polytechnic Registration Services to release information or documentation pertaining to my legal name, birth date, student status, and any other relevant information to Prince Albert Housing Authority for the purposes of administering this application and at any time during the course of any rental agreement I may enter into with Prince Albert Housing Authority. I understand that my eligibility to apply for or maintain a rental unit in the subject property is based upon my continued good standing as an enrolled, full-time Saskatchewan Polytechnic Student.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness

## CONFIRMATION OF ENROLMENT

You must get a confirmation of enrolment form completed by campus Registration Services. There are two ways you can do this.

1. You can order the form online at mySaskPolytech. Click on:
  - a. Students Tab
  - b. Online Administrative Services
  - c. Enrolment Verification
  - d. Follow the directions from there
  - e. After you order your form, you must go to Registration Services to pick it up the next day
2. Go directly to campus Registration Services

**FINANCIAL INFORMATION - CURRENT**

Gross Earned Income      Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

Social Assistance            Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

Training Allowance        Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

Employment Insurance     Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

Worker's  
Compensation              Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

Child/Spousal  
Maintenance              Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

Child Tax Credit            Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_  
(Provide written verification)

Other Sources  
\_\_\_\_\_                      Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

**TOTAL MONTHLY  
INCOME**                      Applicant \_\_\_\_\_ Co-Habitant \_\_\_\_\_

**PRESENT LIVING ACCOMMODATIONS**

Name of Present Landlord: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Date Tenancy Started: \_\_\_\_\_

Date Vacated \_\_\_\_\_

Rental Amount: \_\_\_\_\_

Name of Previous Landlord: \_\_\_\_\_

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

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

Date Tenancy Started: \_\_\_\_\_

Date Vacated \_\_\_\_\_

Rental Amount \_\_\_\_\_

If you have never rented, please provide a written reference from two individuals not related to you (i.e. teacher).

**OTHER MEMBERS OF HOUSEHOLD TO RESIDE WITH YOU**

Name (surname first)	Relationship to head of household	Sex	Birthdate	Occupation

**INCOME VERIFICATION**

Verification of **all** income **must** accompany the application, including:

1. A signed letter from the employer for EACH working member in your family, stating the gross rate of pay, hours per week, and total earnings in the last twelve (12) month period.
2. If you or any member of your family is receiving Employment Insurance, Worker’s Compensation, Social Service, or a pension, copies of the cheque stub(s) from the previous month must be attached.
3. Verification of student loans, bursaries, and/or scholarships obtained over the last twelve (12) months and the commencement and completion date of the related educational program.
4. Previous year income tax return: for free copy call 1-800-959-8281.

***The Housing Authority reserves the right to request documentation as it deems necessary as proof of income.***

## DECLARATION

I understand this application does not constitute an agreement on the part of the Housing Authority or its representatives to provide me with accommodation.

I hereby authorize the Housing Authority to investigate any or all of the statements made herein being fully aware that discovery of any false statements shall cancel further consideration of my application.

I further acknowledge the right of the Housing Authority or its agent at any time prior to the execution and delivery to me of a contract hereby applied for, to withdraw, revoke or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.

I acknowledge and hereby authorize the Housing Authority to investigate and/or make any inquiries regarding references from past or present landlords, utility companies, and employers.

I acknowledge that this application becomes the property of the Housing Authority and Saskatchewan Polytechnic upon delivery by me to it or its agent.

I agree and consent that credit inquiries may be made and credit reports obtained and/or prepared at anytime in connection with the housing hereby applied for.

I hereby declare the information provided on this application is true, correct and complete.

**Please ensure all questions on the application have been fully answered.**

**I hereby acknowledge that I have read, understand, and agree to the covenants described in the declaration on the reverse of this application.**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
(Must be 18 years of age)

Signature of Co-habitant \_\_\_\_\_  
(Must be 18 years of age)