



# MN-S Tenant Application

## IMPORTANT INFORMATION

New tenants are prioritized based on need, not on a first-come, first-served basis. Preference will be given to applicants who are registered citizens of Métis Nation-Saskatchewan and then applicants who self-declare as Métis/First Nations/Inuit/non-Status individuals. Wait time for available units may vary (and can take up to 12 months or longer).

**Please note:** we do not have emergency housing.

Please thoroughly read and complete all areas of the application. All fields must be filled out. Only complete applications will be processed.

## Instructions for Required Information:

### 1. Written Landlord References

- a. References must be from a recognized agency/company or a landlord (individual).
- b. References cannot be from a relative.
- c. References submitted must cover the last 2-year period, so you may need to submit more than one.
- d. Use the attached Landlord Reference form to be completed and signed by the Landlord.
- e. If you have never rented before or are unable to obtain a positive reference, see #4. below

### 2. Written Credit References

- a. References must be from a recognized agency/company.
- b. References cannot be from a relative.
- c. References submitted must cover the last 2-year period, so you may need to submit more than one.
- d. References can be from utility company, daycare, furniture store, car dealership.
- e. If you have not established credit or unable to obtain a positive reference – see 3. below.

### 3. Character Reference

- a. If you do not have an established credit or renting history and/or cannot obtain a positive reference, you can submit two business/character references (teacher, employer, agency, etc.). Family members cannot write the character reference.

**\*\*Alternatively, MN-S may consider documentation confirming the Applicant has completed tenancy education in place of one reference.**

#### **4. Household Income Verification**

- a. Submit income verification in the form of a pay stub or letter from the source, for all sources of income. Household members 18 years and over are required to verify income.

**\*\*Students are exempt upon providing current attendance documentation from their educational institution.**

#### **5. Health Cards**

- a. Copy of Health Cards for all household members to confirm identity.

#### **6. Métis Applicants**

Copies of valid Métis citizenship cards are required for household members who are registered citizens with MN-S. If any household members are in the process of obtaining MN-S citizenship, please note that on this application.

You will be notified by letter, email, or phone within 14 business days of your application's approval. Approved applications are placed on a waitlist, and they are contacted when units become available.

Applications are kept for one year (12 months). After one year, a new application or updated information will be required. MN-S representatives will contact applicants to update information after 12 months and confirm that they are still in need of housing.

During this time, please update us if there are changes in your household composition, household income, Métis citizenship status, or contact information.

**If we are unable to contact you, your application will be cancelled.**

Eligibility factors, such as income levels and household size, will determine which housing units you may qualify for. Upon approval, your application will be placed on the waitlist, and you will be contacted if a suitable unit becomes available.

APPLICANT		CO-APPLICANT	
Name		Name	
Date of Birth		Date of Birth	
Health Card #		Health Card #	
MN-S Citizen #		MN-S Citizen #	
Home Phone #		Home Phone #	
Cell Phone #		Cell Phone #	
Email Address		Email Address	

### Marital Status

## Marital Status

Complete the table for each household member except yourself and the co-applicant (if applicable).

[illegible]

## NEXT OF KIN / EMERGENCY CONTACTS

(Please list two contacts that are not household members).

	Primary Contact	Secondary Contact
Name		
Phone #		
Address/City		
Relationship to Applicant		

## PET INFORMATION

If applicable, please complete the table for pets in your home. (Note: The maximum number of pets is dependent on the size of the unit. Pets must weigh 50 lbs or less.)

Species	Name	Approximate Weight

Please list your reason(s) for wanting to move from your present accommodations:

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## RENTAL/HOMEOWNERSHIP HISTORY

Please include housing history from the past two years or more.

## CURRENT LIVING SITUATION:

Choose One:      Rent      Own      Live with family or friend

Address	
City/Province	
Postal code	
Occupancy Date	
Current Rent	
Number of Bedrooms	
Landlord Contact #	

## PREVIOUS LIVING SITUATION

Choose One:      Rent      Own      Live with family or friend

Address	
City/Province	
Postal code	
Occupancy Date	
Current Rent	
Number of Bedrooms	
Landlord Contact #	

## NOTES:

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## MONTHLY HOUSHOLD INCOME

Income Source	Applicant	Co-Applicant	Other	Other
Gross Wages				
Social Assistance				
Child Support				
Child Tax Benefit				
Universal Child Tax				
Training Allowence/Student Loan				
Employment Insurance				
Workers Compensation				
Disability/Sick Allowence				
Old Age Security				
Canada Pension Plan				
Sask. Income Plan				
Sask. Rental Supplement				
Other (specify)				

## INCOME VERIFICATION

Please submit the following documentation, for all household members that are 18 years and older, to match the above declared income:

- 3 most recent pay stubs (for employment income)
- Copy of Social Assistance Benefit Stub
- Copy of Child Tax Benefit Statement
- Copy of any other monthly or annual income statements. (Employment Insurance, Worker's Compensation, etc.)

## OTHER INFORMATION

Do you own a vehicle(s)?    Yes    No    If Yes, how many? \_\_\_\_\_

Please list Make and Year: \_\_\_\_\_  
\_\_\_\_\_

Do you require parking?    Yes    No

## SUPPORTING DOCUMENTATION REQUIRED

### CHECKLIST

#### •Income Verification

Please provide income verification documents for all declared income for all household member that are 18 years and up.

#### •Credit Reference

Please provide credit references covering the last 2-year period. A copy of the required form is attached.

#### •Landlord Reference

Please provide landlord references covering the last 2-year period. A copy of the required form is attached.

#### •Proof of I.D.

Copy of Citizenship Card and Health Cards for all members of the Household.

### PLEASE NOTE:

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS SUBMITTED.

## **DECLARATION AND CONSENT**

I declare that all the information in this application is true and complete.

I give consent to MN-S to collect, use, and share information that I or another source provide during my application and my tenancy term (if approved for housing) to:

1. Determine if I am eligible for housing through MN-S; this includes verifying my household income with my employer, the Government of Saskatchewan, and/or the Government of Canada.
2. Confirm the identity of all household members through citizenship cards and health cards.
3. Verify my continued eligibility if I am approved for MN-S housing.
4. Contact previous landlords and respond to inquiries from future landlords regarding my tenant history.
5. Verify with a support service provider the services I receive.
6. Contact my alternate contact (if provided) if I cannot be reached at the street address, phone numbers, or email address provided.
7. Collect arrears or any other amount owed to MN-S.
8. Audit and evaluate the effectiveness of MN-S housing.

### **IN ADDITION, I GIVE CONSENT FOR MY INFORMATION TO BE USED BY:**

1. The MN-S or its agents for analysis and research of MN-S housing programs.

### **I UNDERSTAND:**

1. If any information in my application is found to be false, my application might not be considered, or if I have been placed in a rental unit, I might be required to vacate the unit.
2. This application does not constitute an agreement on the part of MN-S or its representatives to provide me accommodation.
3. The information I provide during the application process, and my tenancy will be collected, used, kept, and disposed of as required by law.
4. I may withdraw consent for the use of my information by contacting MN-S at 1-306-343-8240. Withdrawal of consent will be effective the date I notify MN-S; it will not be retroactive. Withdrawal of consent might affect my ability to continue eligibility for MN-S housing.

**DECLARATION:**

I declare the information provided on this application to be correct. I am aware that any false statements and/or verifications will automatically cancel my application.

I understand that this application does not constitute an agreement on the part of MN-S or its agents to provide me with rental accommodations. I acknowledge that this application becomes the property of MN-S or its agents prior to the execution and delivery to me of a lease hereby applied for, to withdraw, revoke, or cancel without penalty of liability for damage or otherwise and acceptance or approval of this application previously made or given.

**I HEREBY AUTHORIZE MN-S TO MAKE ANY INQUIRIES DEEMED NECESSARY TO VERIFY THE ABOVE FACTS PROVIDED.**

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Signature of Applicant

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Signature of Co-Applicant

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Date

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Date

