

Tawaak Housing Association

Business Office:
6175 Lady Hammond Road
Halifax, Nova Scotia
B3K 2R9

Contact numbers
Phone: (902) 455-2900
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APPLICATION FORM TAWAAK HOUSING ASSOCIATION

In order for your application to be processed:

- **Application must be signed by applicant and co-applicant.**
- **Documentation of income for everyone applying, and from all sources must be submitted.**
- **Proof of Native Ancestry.**
- **All previous rental balances or damage charges must be paid in full before a new application will be processed.**

**APPLICATION TO RENT
TAWAAK HOUSING ASSOCIATION**

Date: _____

PART A: Applicant Information:

Name: _____

S.I.N. _____ **Birth Date:** _____

Phone: (Home) _____ **(Work)** _____

Cell: _____ **E-Mail Address:** _____

Family or Friend Phone for messages: _____

Present Address:

Co-Applicant Information – (If Applicable):

Name: _____

S.I.N. _____ **Birth Date:** _____

Phone: (Home) _____ **(Work)** _____

Cell: _____ **E-Mail Address:** _____

Family or Friend Phone for messages: _____

Present Address:

Relationship to Applicant: _____

Person(s) to notify in case of an emergency:

Name: _____, _____

Address: _____ **Cell:** _____

Relationship: _____ **Telephone:** _____

List all persons who will occupy unit:

Name	Age	Relationship to Applicant

Are you expecting a child? _____ **Due Date:** _____

Location requested to live: Please check, if you have two preferences number them

- Halifax Regional Municipality** **Truro** **Liverpool** **Bridgewater**
 Antigonish **Sydney**

Part B: Current Living Accommodations:

If you're renting who is your landlord: _____

Telephone: _____ **Cell:** _____

Cost of present accommodations: \$ _____ do you pay per () month or () weekly

Are you currently being evicted: **Yes** **No**

If yes, please state reason: _____

Do you have health problems, which are affected, by your current accommodations?

Yes No **If yes explain:**

Please provide doctor's letter giving details.

Please provide any unusual circumstances with your current living situation/accommodations.

Reason for applying for Tawaak Housing Association:

Have you lived in Tawaak Housing in the past: Yes No

If yes what address: _____ **Date you left:** _____

Reason for leaving Tawaak Housing:

Did you have any rent owing: Yes No

Note: All previous rental balances or damage charges must be paid in full before a new application will be processed.

Part C: References:

For reference purposes, please provide a previous landlord:

Name: _____ **Telephone:** _____

Other references: (not relatives)

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Name: _____ **Relationship:** _____ **Phone:** _____

Sources of income and documentation must be provided in order for your application will be process. Pay Cheque Stub, Budget Sheets, Letter from Employers, or Education Counselors, EI Stub. Gross Income is required, as well as start dates and end dates if Unemployment or Education documentation is provided.

List Sources of Income			
Amount of Income	Applicant	Co-Applicant	Family Member

Please indicate weather income is received: **Weekly** **Bi-weekly** **monthly**

Social Assistance recipients: Community Services & Band Assistance

Name of Worker: _____ **Phone #:** _____

Office Location: _____

Maximum Shelter Allowance is requested for all tenants that are on Social Assistance.

PART E: Proof of Native Ancestry:

Proof of native ancestry is required, please provide photocopy of ancestry card, a written letter etc. Applications are not process until proof of ancestry is provided.

PART F – CONDITIONS:

Applicants' Acknowledgment:

- ◇ I/we understand that this application does not constitute an agreement on the part of Tawaak Housing Association to provide me with accommodations.
- ◇ I/we understand that if this application will not be processed if it is not completed with the required information provided.
- ◇ I/we agree and consent that inquiries may be made at any time in connection with housing hereby applied for.
- ◇ I/we certify that information supplied by me is true and complete. Any falsification of information is cause for immediate cancellation of application, or if applicant has been housed, cause for immediate eviction. I further authorize and provide a verification of all my income, assets and native ancestry.
- ◇ I/we understand that this application will remain one file for a Period of ONE YEAR, from this date of application.
- ◇ I/we understand that should I be selected as a tenant and offered a unit, with Tawaak Housing Association, a months rent and security deposit, is due upon signing of the lease and receiving the keys.

Date: _____ **Applicant's Signature** _____

Date: _____ **Co-Applicant's Signature** _____