



Banff Housing Corporation

## TI'NU HOUSING RENTAL APPLICATION

### Document Checklist

Reference the document checklist below to ensure all your paperwork is in order prior to submission. Please refer to the applicant section for the additional documents that are also required.

**Incomplete applications will not be processed until all documents are received.**

#### All Applicants

- Application completed in full, signed and dated.
- 2 Pieces of ID (one with photo and one confirming legal status in Canada)
- Most recent CRA Notice of Assessment showing line 15000 (a requirement of tenancy is up to date annual CRA tax filing)

#### Employment: Each tenant must meet PARKS CANADA NEED TO RESIDE CRITERIA

- 3 **months** of most recent pay slips from all sources of income or signed offer of employment (at least one applicant must have full time Banff employment) **OR**
- Record of Employment (ROE) or Letter of Employment from employer (if applying as an employee on formal leave - i.e. medical leave)

#### Self – Employed: Each tenant must meet PARKS CANADA NEED TO RESIDE CRITERIA

- Current Business License
- Proof of business ownership

#### Banff Retired/ Disability Benefit: Each tenant must meet PARKS CANADA NEED TO RESIDE CRITERIA

- Verification of pension or disability benefit

#### AND

- Proof of past employment in Banff:
  - Five (5) years T4 Statements of Remuneration paid from a BANFF Employer or
  - Records of Employment supporting five (5) years of work in BANFF

#### OR

- Proof of Long Term Residency:  Five years (5) BANFF residency information within the last ten years. I.e. lease agreement

#### Suitability for Tenancy: All applicants (children excluded) must have at least one positive landlord reference

- Landlord/property manager reference – Have you informed your landlord you are using them as a reference?