

# **Housing Application**

### Eligibility

- In order to be considered eligible for Rental Housing a person must:
- 1) Be a C/TFN citizen/benficiary or a parent with C/TFN dependants;
- 2) Be nineteen years of age or older, or be considered a responsible adult;
- 3) Be in good financial standing with C/TFN, or willing and able to sign a repayment agreement

#### **Application Process**

- 1) Rental Housing Applications must include a cover letter
- 2) The application must include two rental references/or should indicate if there is no rental history
- 3) Indication of source of Income must be included when applying, and confirmation must be provided when requested by Housing Team
- 4) Applications can be mailed, emailed, hand delivered, or submitted online to the Main Administration Office at C/TFN or the Infrastructure building during office hours of 8:30 am to 4:30 pm Monday to Friday with the exception of holidays.
- 5) Once an application is received it will be reviewed for completion and submitted to the Housing Team for review and or acceptance
- 6) Once the application has been accepted, the applicants name will be added to the waitlist with their original date of application.
- 7) Once your application is accepted it is the applicants responsibility to update their information as it changes for example, housing needs, size of family, income, contact information etc.
- 8) If an opening for a home becomes available for you, you may be asked to provide additional information to C/TFN such as proof of your current income, and verification that you are in good standing with C/TFN
- 9) Once accepted you will be sent a letter indicating you are on the waitlist for housing with C/TFN

PAGE ONE

## HOUSING APPLICATION FORM: Please Select One

Elders Housing	Rental Housing	
ACCOMODATION SIZE Please	Select One	
1 Bedroom	2 Bedroom	3 Bedroom
4 bedroor	n 5 bedroor	n
LOCATION OF UNIT		
Carcross	Tagish	
CONTACT INFORMATION		
Street/Box	City/Town	Province/Postal Code
Phone	email	
MARITAL STATUS		
Single	Couple	# of children
Elder		
CLAN INFORMATION		
Crow	Ishkaahitt	an
Daklaweidi	Kookhittaan	
Deisheetaan	Wolf	
	Wolf	
Gaanaxtedi	Wolf	
Gaanaxtedi		

#### **GENERAL INFORMATION**

Have you rented from C/TFN before?

Are you currently living in social housing?

How long have you lived in social housing?

Would you like to move to another social housing unit?

Please explain the reason why you would like to move to another unit

Do you currently own a DIA house?

How long have you owned this house?

Have you ever owned a DIA house?

When did you own this house?

Was this house left to you in a will?

Is this house habitable?

If no, please explain why

Did you sign this house bock to C/TFN?

If so when?

Did you sign this house over to someone else?

If so who?

Please provide copy of final bill of sale

C/TFN reserves the right to verify source of income when a unit becomes available for you Please provide copy of signed certificate of home ownership

\* Elders Housing

Elders are considered to be 60 years of age and older