



APPLYING FOR UCN HOUSING

Information on how to apply

About UCN Family Units

UCN has 24 family units that are 3 and 4 bedrooms. Subsidy is available however space is limited.

What are the costs?

Base Rent is in accordance to the total household income.

Utilities are extra which cover hydro, water and parking. Please ask for current rates.

There is an application fee of \$30.00 and it is non-refundable.

Is there a damage deposit?

Yes, a 3 bedroom is \$477.00 and a 4 bedroom is \$532.50.

***IMPORTANT Prices may change without notice. Please call for current rates.**

Do I qualify?

Students must be a full time student attending a university/college accredited program

Applicants also must have a family with dependents aged 17 and under and who remain under the age of 17 for the duration of the applicant's tenancy.

How do I apply?

Applications are available on our web site at www.ucn.ca. Please look under the student life tab and click on residence. Applications are also available at the residence office.

We give priority to:

Number of years you will be attending UCN.

Family size and level of need.

Number and ages of children.

Students from outside the community.

Students registered in a college/university level accredited UCN program

What documents will be required?

Income Documents Required

- Proof of income for ALL tenants over the age of 18. (E.I, Sponsorship, Income Assistance, 3 Pay Stubs, etc.)
- Sponsorship letters must have an amount indicated to show living allowance.
- Tenants who are employed must provide 3 pay stubs.

Other Documents Required (these documents must accompany with the application)

- Applicant's UCN acceptance letter.
- A completed and signed guarantor application form. (available on our website at www.ucn.ca)

What is a guarantor?

A guarantor is like a co-signer. It is someone who will pay for any outstanding costs, fees or damages if you are unable to. The guarantor cannot be a person living in the unit and they must be employed.

Who can live in the home?

Immediate family only can live in the unit which consists of a spouse and dependent children.

What is considered a family?

A family consists of a student, spouse (may or may not be applicable), and dependent children under the age of 18 (required). UCN apartments are for immediate family only. Other children are considered if the applicant is a permanent guardian of that child. Single parents are welcome to apply.

What do I need to do first?

Step 1.

Submit the application to the residence office along with your acceptance letter and guarantor form.

Step 2.

Collect required documents and submit them to the residence office as soon as possible.

Step 3.

Please call to check your status and ensure your application is current and that no further information is required. Due to the number of applicants applications are good for 6 months. You must re-apply after that time.

What will prevent me from getting a unit?

Incomplete applications

If there are supporting documents missing.

If the contact information provided is not accurate. **Please ensure you provide phone numbers that are in service and current.**

If you have a poor rental history

If you don't have any dependent's under the age of 18

If you are not a full time student

Check off List – Applications will not be processed without the following:

- Completed application
- Income information for everyone over 18
- Acceptance letter
- Guarantor form
- Application fee receipt attached

***Incomplete applications will not be processed.**

Whom do I contact for further information and assistance?

The Pas - Please contact the residence manager, Natalie Tavener at 204-627-8518. The Pas applications can be sent to thepasresidence@ucn.ca.

Thompson - Please contact the residence director, Laurie Hibbs at 204-677-0694. Thompson applications can be sent to thompsonresidence@ucn.ca.