

The Pas applicants only. Please provide in detail reasons why you are applying for an apartment if you are currently living in The Pas.

Please provide a contact name and number for the last two places where you lived. We will contact landlords for a reference.

1. Name _____ Phone _____

2. Name _____ Phone _____

Personal information collected on this form will be utilized by University College of the North for residence purposes. It is collected under the general authority of the *Colleges and Consequential Amendments Act*, and in conformity with the *Manitoba Freedom of Information and Protection of Privacy Act*.

Your personal information is protected under the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the FIPPA Coordinator, Box 3000, University College of the North, The Pas, MB, R9A 1M7, (204) 627 8500.

***Arrival and departure dates and times are to be pre-arranged with staff a minimum of 1 week in advance to ensure staff are available.**

Arrival Date: _____

Departure Date: _____

Applicant Signature

Date

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

- Applicant's UCN acceptance letter. Must be enrolled in a full time (9 credit hours or 60%) university/college level UCN program.
- A completed and signed guarantor application form. (available on our website at www.ucn.ca)

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.

Criteria for UCN Family Residence

1. Must be a registered, full-time (9 credit hours or 60%) UCN in good standing. (must be university/college level)
2. 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.
3. A completed application and personal ID is required.
4. A guarantor for rent is required.
5. A UCN acceptance letter is required.

We give priority to:

1. Number of years you have attended UCN.
2. Family size and level of need.
3. Number and ages of children.
4. Students from outside the community.
5. Students registered in an college/university level accredited UCN program

*All may apply, however, those who do not met the criteria will not be considered a priority.

CHECK LIST - Is my application complete?

- | | |
|---|---|
| <input type="checkbox"/> All spaces on the application are filled in? | <input type="checkbox"/> Guarantor form is signed and attached? |
| <input type="checkbox"/> Income information is attached? (<u>Everyone</u> over 18) | <input type="checkbox"/> Acceptance letter is attached? |
| <input type="checkbox"/> Application fee is paid, receipt is attached? | <input type="checkbox"/> All contact information is correct? |