



Application Arrival Date

(Office use only)

# Thompson Apartment Application

## Thompson Copper Apartment

University College of the North  
21 Copper Road  
Thompson, MB R8N 0V5  
Phone: (204) 677-0694  
Fax: (204) 677-6441  
Email: thompsonresidence@ucn.ca

*Please note: Applicants are responsible for checking their application status. Please ensure you provide accurate contact information. Applications with incorrect contact information will be considered incomplete and not be processed. Applications will be kept on file for 6 months.*

**\*Applications are not processed without the application fee, all blanks are filled in, correct information is provided and all supporting documents are submitted. Copy of the paid application fee (\$30.00) must accompany the application.**

Name \_\_\_\_\_  
Last First Middle

Student ID \_\_\_\_\_ Gender M \_\_\_ F \_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_  
Street or P.O. Box No. (Current Home and mailing address)  
\_\_\_\_\_  
City/Town/Community Postal Code Personal Photo ID # (driver's license/treaty #)

Telephone \_\_\_\_\_  
Home No. Cell No. E-mail  
**Please make sure your contact numbers are accurate and in service.** YEARS

Program \_\_\_\_\_ Program Length \_\_\_\_\_  
Name of program in which you are enrolled MONTHS

Number of years you have previously attended UCN \_\_\_\_\_ or New Student

Anticipated total number of years you will attend UCN \_\_\_\_\_ Number of daily classes \_\_\_\_\_

Guarantor Name: \_\_\_\_\_ (\*Required)  
*A guarantor is someone who will pay any outstanding debt if you don't. A guarantor is required and will need to sign the guarantor application form.*

Do you own a vehicle? \_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_

How many bedrooms requested (all apartments are furnished) 1  or 2

### Family members who will reside in the apartment:

Name	Age	Gender	Relationship to Applicant	Income status Working, School, No-income

### Name of Room Mate requested:

Name	Age	Gender	Relationship to Applicant	School( provide Acceptance letter) Income status

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

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](http://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 21 Copper Road**

1. Must be a registered, full-time UCN program in good standing.
2. Must have a family with dependents aged 17 and under 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.
6. Requested roommates are to be UCN Students.

### **We give priority to:**

1. Number of years you have attended UCN.
2. Number and ages of children.
3. Students from outside the community.
4. 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?**

- All spaces on the application are filled in?
- Income information is attached? (everyone over 18)
- Application fee is paid, receipt is attached?
- Guarantor form is signed and attached?
- Acceptance letter is attached?
- All contact information is correct?