



**Sagamok Anishnawbek
Housing Application Process**
(April 2017)

- a. Band members will only be considered for housing
- b. Includes rental housing and transfer requests
- c. Housing staff will not advocate for an applicant

Intake, Review and Approval Process

1. Band member / Applicant is informed on the housing application process
 - Housing staff and committee members
2. Band member submits – Housing application (form) or Transfer Request
 - Review housing application / transfer policy with applicant
 - All information and data has to be correct and verified
 - Must be minimum 18 years of age to be eligible
 - Mandatory letters (previous landlord and character reference)
 - Upon compliance – Application is recorded on the Waiting List (form)
 - Applications of waiting list – only valid for 1 year
3. Vacancy is reported to housing committee
 - Regular monthly meeting
 - Reported as Agenda Item
4. Housing office (staff) – conducts preliminary review of application
 - Tenant selection criteria and Point Rating (form)
 - Reported at housing committee meeting
 - Review is conducted on “need” basis
5. Housing committee reviews vacancies
 - Reviews preliminary tenant applications
 - Review applications using Selection Criteria and Point Rating (form)
 - Additional information is noted and rated
6. Housing committee recommends applicant
 - Recommendation is reviewed for Arrears and Monies Owing
 - Applicant is either Accepted or Declined
 - Declined – applicant is contacted for payment arrangements
7. Upon review of housing staff
 - Letter of offer – conditions (form)
 - Offer to be Accepted in writing.
8. Housing office prepares
 - Tenant agreement (form)
 - Agreement reviewed with tenant(s)
9. Housing and Tenant Inspections
 - Pre inspection check-list – signed by both parties (form)
10. Tenant Moves-In: Annual inspections will be conducted.