

Allocation of New and Existing Rental Units

- 11.1 Any member in need of housing must fill out the application form. Application forms for housing assistance are available from the Housing Office, **Applications must be as completed in full** and forwarded to the Housing office.
- 11.2 Members requiring Housing department assistance for new construction, renovations and repairs shall submit their applications by _____ to be considered.
- 11.3 All applicants for new housing will be notified in writing regarding the results of the **committee review** and selection process.

Appendix 7: Tenant Selection Criteria and Point Rating

- 11.4 All housing applications will be kept on file for a maximum period of one (1) year. An application that has not been renewed within the year will be considered **inactive**.
- 11.5 Applications for rental units will be considered throughout the year, as units become available or upon vacancy.
- 11.6 The Housing Department will review active applications and conduct background and reference checks. The Housing Committee shall select from the eligible applicants based on the Selection Criteria & Point Rating in Appendix "7". The member's eligibility and the availability of the particular program best suited to the needs will also play a role in the selection process. Council will approve target priorities and these priorities may include seniors; single elderly; handicapped; families; single-parent; singles; off-reserve members; and any other target group not listed may be considered to be in urgent need of housing assistance.
- 11.7 The Housing committee will record minutes on the selection of housing recipients using the current selection criteria. This information will be made available to the Standing Committee in the event that the housing committee's decision is appealed.
- 11.8 Sagamok Member(s) shall only receive one capital housing allocation. The only exception to this policy is when a member returns the unit to the Housing department for reallocation, and then the applicant may be eligible for future housing. Such exceptions must be approved by the Housing committee and are subject to appeal to the Standing Committee.
- 11.9 Any applicant with rental arrears and outstanding accounts with Sagamok Anishnawbek Housing Department or Committee will not be considered for a

housing unit until all outstanding accounts have been paid or payment arrangements approved.