



STUDENT FAMILY HOUSING DOCUMENT CHECKLIST

In order to maintain your family housing eligibility all supporting documents must be attached to your application. If your application is incomplete or is missing any supporting documents it will not be processed and your application will be returned to you.

STUDENT FAMILY HOUSING IS FOR THOSE WHOSE COMBINED FAMILY INCOME IS **\$120,000 OR LESS**. **MAXIMUM FAMILY SIZE IS FIVE (5)** –“Family” shall mean a couple lawfully married with or without a Child, or two persons in a provable, enduring, continuous relationship for a period of not less than six months with or without a Child, or a single Parent with a Child, or a pregnant person.

Required Documentation:

- Proof of registration at Keyano College
You must be a full-time student (accepted and registered)
- Proof of Marriage/Common Law (min 6 months) – One of the following documents must be provided
 - Joint Bank Account OR
 - Insurance Policy OR
 - Marriage Certificate OR
 - Lease with both names OR
 - Statutory Declaration (Please see reverse for details pertaining to this)
- Tax Assessment for yourself and Spouse (including if spouse is common law)
- Proof of income for yourself and your spouse (including if spouse if common law)
 - Current Letter from Employer OR
 - Current Pay Stub OR
 - Student Loan Documents
- Photo ID for all adults who will be occupying the residence
Any government recognized photo ID – e.g. Drivers’ license, passport, health card
- Copy of birth certificates or health cards for all minor children who will be occupying the residence
N.B. Children must be under the age of 18 years to be eligible.
- Proof of guardianship of children – this applies to single parents.
Children must reside with the applicant for 10 out of 12 months of the year
- 2 Reference letters – 1 must be from current or previous landlord, including current contact information.
Reference letters from family members or friends will not be accepted.
Suggestions: Teacher, principal, previous employer, previous/current landlord
You must have known the person for 6 months or longer

If you have any questions or concerns regarding the status of your application or the application process please contact the Housing Office at 780-791-4926 or 780-791-49-28 Fax: 780-791-4880

All Keyano College Residences are non-smoking and pet free!



STATUTORY DECLARATIONS

Can be obtained at Brosseau & Associates

Contact Name: Christine Hudson

Location: 202A-8706 Franklin Avenue, River City Shopping Centre

Telephone: 780-743-2860

E-mail: notarydesk@shaw.ca

Fax: 780-743-2860

Cost: \$50.00 per form (includes GST)

Hours of Operation: Monday – Friday 9:00 am – 5:00 pm

It is a drop-in or first come, first served basis.

Evenings and weekends by appointment only

Length of time: 15 – 30 minutes

Please note: If you have a note prepared with what you would like written on the form your wait time will be shortened. If you do not have a note prepared and you make a mistake on the first form a new one will have to be issued resulting in a charge for more than one form.

Documents Required: Photo ID of the person completing the application.

Please Note: You can also receive documentation from a Commission of Oaths.