

GOVERNMENT OF NUNAVUT (GN) - APPLICATION FOR STAFF HOUSING

FILL IN ALL THE REQUIRED INFORMATION OR THE APPLICATION WILL BE DEFERRED

Personal Information (to be completed by applicant, please print clearly)

Name: _____ Address: _____

Telephone # (W) _____ (H) _____ E-Mail _____

Other occupants:

Name: _____ Age: _____ Sex: _____ Relationship: _____

_____	_____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	_____
_____	_____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	_____
_____	_____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	_____
_____	_____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	_____
_____	_____	Male <input type="checkbox"/>	Female <input type="checkbox"/>	_____

Please attach a separate sheet if required

Community Relocating to _____ Date Required: _____

Size of Unit Requested: 1 Bedroom 2 Bedroom 3 bedroom Other: _____

(Unit size entitlement as well as availability will determine the number of bedrooms allocated).

Furnished unit requested? Yes No

Some GN leased units do not allow pets. Do you own a pet? Yes No

Type and number of pets: _____

Current Housing Information (to be completed by applicant, please print clearly)

Do you currently rent or own accommodation in the community you will be working? Yes No

If yes, do you Rent Own If so are you the Primary Tenant Co-Tenant

Current Residence: Unit, Apt, House Number: _____ For how long _____

If you answered yes to the above, why are you requesting a change _____

Please attach a separate sheet if required

Employment Information (to be completed by applicant, please print clearly)

Department: _____ Position: _____ Start Date: _____

Employment Type: Term (for how long) _____ Indeterminate: Casual:

Signature _____ Date _____

Confirmation of Employment Eligibility by Human Resources: (to be completed by HR)

Name: _____ Title: _____

Signature: _____ Date: _____

Advertised with housing: Yes No priority ranking: 1 2 3

Assignment (to be completed by NHC) Ref check: Public Private Staff

Unit # Assigned: _____ Location: _____

Monthly Rent _____ Furnished: Yes No

Signature: _____ Date of Assignment: _____

Please note that a credit check, a security deposit and references from prior landlords may be required.

Please forward completed form to Human Resources Via Fax

Effective July 1, 2005

STAFF HOUSING ALLOCATION PROCEDURE

1. The application for Staff Housing is to be filled out by the individual requesting staff housing and sent to the Department of Human Resources.

867-983-4041 in the Kitikmeot District.

867-934-2027 in the Baffin District

867-645-2870 in the Kivalliq District

867-975-6220 in Iqaluit

2. The Department of Human Resources (HR) will confirm the information and the individual's eligibility for staff housing and forward the form to the Nunavut Housing Corporation (NHC) for assignment.
3. Ownership of residential accommodation in the community of employment disqualifies an individual from accessing staff housing accommodation.
4. Upon receipt of an approved application from HR the Nunavut Housing Corporation will assign a unit based on availability. However, in the event that the size of unit required is not available the individual will be offered a unit that most closely matches the required unit size. If an applicant refuses to accept a unit, they would be added to a waiting list and the Nunavut Housing Corporation would inform HR of the applicant's decision to wait for a unit of suitable size.
5. Once a staff-housing unit is assigned, the Nunavut Housing Corporation is responsible for contacting the staff applicant to make arrangements for tenancy. The applicant will be informed of the unit address and location, the monthly rental amount, if the unit is furnished or unfurnished, how rent is paid by payroll deductions, and what services if any are the responsibility of the tenant. The NHC will contact the Landlord or Agent doing the actual move in of the tenant, and provide them with the individual's name.
6. The Landlord or agent will confirm the move in date to the Nunavut Housing Corporation, and NHC will inform payroll to begin rent deductions.
7. If the Nunavut Housing Corporation, Landlord or Agent rejects* the staff applicant as a tenant the Property Manager may make special arrangements, in some cases, which may assist an individual in becoming a tenant in staff housing. If no arrangements can be made the individual will be advised and HR will be notified.
8. If and when there are appeals to staff housing allocation, the Deputy Ministers of HR and President of the Nunavut Housing Corporation will review the appeals for final decision. These appeals will be reviewed against the staff housing allocation procedure.

Note:

*An individual can be rejected as a tenant if they have a poor credit history and or outstanding debits from prior tenancies, an individual can also be rejected because of a bad history as a tenant in rental accommodations.

For any questions regarding this form or the policies governing its use please contact the Nunavut Housing Corporation Property Management Office:

Iqaluit	Phone 867-975-7200	Fax 867 975-6220
Baffin	Phone 867-897-3660	Fax 867-934-2027
Kivalliq	Phone 867-857-8700	Fax 867-645-2870
Kitikmeot	Phone 867 983-2276	Fax 867-983-4041