

Applicant Checklist:

- Application form completed and signed
- Two references attached and signed by Landlord (if currently renting)
- CAFN Letter of Offer (Staff) or Letter of Acceptance (Immersion)

Incomplete applications will not receive a decision

For assistance in completing this form, please contact CAFN Property Services at 867-634-4200.

This document is confidential and will only be viewed by authorized employees of CAFN.

Applicant Name:		
Cell Phone:	Other Phone	
Email:		
Current Address		
Street Name:		
Mailing Address:		
City	Province:	Postal Code:
I am applying for rental housing as an: <input type="checkbox"/> Employee <input type="checkbox"/> Immersion Participant		
Employee Information		
CAFN Position:		CAFN Department:
Start Date:		End Date (if applicable):
Anticipated Rental Start Date:		
Preferred Residence Type (please rank all appropriate types, with #1 as highest preference):		
_____ 1-bedroom apartment	_____ 2-bedroom duplex	
_____ 2-bedroom apartment	_____ 3-bedroom duplex	
*Allocations are subject to availability and occupancy requirements		

Household Information

Please provide the names of all individuals who would be living in the residence

Name (First and Last Name)	Age	Elder/Disabled (Yes/No)	Male or Female	CAFN Citizen (Yes/No)

Do you have pets that would be residing with you in a Staff or Immersion housing unit? Yes No

If yes, describe number and types of pets:

Note: Tenants of Diamond Willow apartment may have one pet. Tenants of other CAFN rentals may have no more than two pets.

Office Options (for staff housing applicants where work from home may be an option)

At your current residence, do you have a home office or other suitable workspace? Yes No

If yes, please describe:

Special Accommodations

If you require special accommodations such as wheelchair access, ground floor entry, etc., please describe here:

For Current/Recent Tenants

Please provide a completed Tenant Reference form from your two most recent landlords within the last two years and submit it with your application. If you have been in only one rental in the last two years, only one reference is required. **Note: The application is not complete unless this information is provided.**

Plans for Long-Term Housing

Staff & Immersion housing is limited to 24 months or the term of Immersion Program enrollment.
How do you plan to meet your housing needs following your tenure in Staff & Immersion housing?

Why are you applying for Staff and Immersion Housing? (attach additional page if needed)

Information Disclosure

I authorize CAFN to contact and receive information from other CAFN Departments, previous landlords, or other references/agencies I have supplied to confirm my eligibility for Staff and Immersion housing.

I have reviewed the Staff and Immersion Housing Policy and understand and agree to the terms and conditions.

I understand that Staff and Immersion Housing is limited to a maximum term of 24 months or the term of enrollment in the Immersion Program.

The information contained in this application is accurate. However, I understand that providing false or misleading information will result in the cancellation of the application.

Applicant Signature:

Date:

For CAFN Use Only

Date Received:

() by hand () By mail () By email

Processed by:

Is the application complete? () Yes () No
If No, date applicant was notified of deficiencies:

Is the application eligible? () Yes () No
Date submitted for decision:

Notes:

Notes: