

## **IMPORTANT INFORMATION**

### **For your application to be considered you need to:**

- Apply within 06 months of coming to Canada
- Fill it out in full
- Initial and sign the application
- Provide all documents required

### **Assessing need and verifying income**

We rent our housing based on need. We assess need based on income, condition of current housing and personal situation. It is very important that you provide us all the information requested. Depending on the level of need of the current applicants on the waitlist, **the application is only to assess suitability and it DOES NOT ensure tenancy.** We strongly recommend that you also apply in other places as well, to maximize your housing options.

### **Updating your information**

Please call us if there are any changes to:

- your contact information
- current housing or personal situation
- or if you no longer require housing

**\*Please note you are required to update your information before the anniversary of your application to remain eligible to stay on the waitlist for an extra year.**

**Submit completed applications to [info@ircom.ca](mailto:info@ircom.ca) with supporting documents. IRCOM staff will contact the applicant when approved for tenancy.**

IRCOM House Inc. and IRCOM Inc. provides resettlement services for newcomers to Canada through agreements with *Immigration, Refugees, Citizenship Canada* and the *Manitoba Housing and Renewal Corporation* and, as such, collects required personal information to determine eligibility of tenancy and to deliver resettlement services. All personal information collected for the purposes of this application will be protected in accordance with the [Privacy Act](#) and [FIPPA](#). For more information, please contact (204) 943-8765 or [info@ircom.ca](mailto:info@ircom.ca)

## IRCOM House Tenancy Application

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day                      Month                      Year

1. FIRST Name: \_\_\_\_\_
2. LAST Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Current Residence: \_\_\_\_\_  
\_\_\_\_\_
5. Phone Number(s): \_\_\_\_\_
6. Email Address: \_\_\_\_\_@\_\_\_\_\_
7. Are there any other people, besides those listed on this form, who are currently living with you and your family at the above address? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please indicate how many: \_\_\_\_\_
8. Total number of people in your family: \_\_\_\_\_
9. Are you expecting a change in your family size any time soon? YES \_\_\_\_\_ NO \_\_\_\_\_  
 a. If yes, when? \_\_\_\_\_ In what way? \_\_\_\_\_
10. Date of Arrival in Canada: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
11. Arrived from (last country of residence): \_\_\_\_\_ Languages: 1 \_\_\_\_\_
12. Country of Birth: \_\_\_\_\_ 2 \_\_\_\_\_
13. Status (please check one): \_\_\_\_\_ 3 \_\_\_\_\_  
 Privately Sponsored Refugee       Independent Immigrant  
 Provincial Nominee Program       Other \* Please specify: \_\_\_\_\_

Refugee Claimant \* *Please indicate length of stay in last country of residence:* \_\_\_\_\_

14. Who were you referred by (name and agency): \_\_\_\_\_

15. Source of Income or Employer (list all the sources of income earned by adult family members)

Employer or Source of Income	Contact Person Address / Telephone	From Month / Year	To Month / Year	Monthly Income (before taxes)
				\$
				\$

**VERY IMPORTANT: Please make sure to provide proof of income (at least 3 paystubs, budget letter etc.)**

16. Where do you currently live? \_\_\_\_\_

Property Owner / Manager	From / To	Address / Telephone	Why do you want to leave your current housing? (i.e.: temporary residence, staying with family, inadequate housing)

17. How much is your current monthly rent? \$\_\_\_\_\_

18. Do you pay utilities? YES\_\_\_\_\_ NO \_\_\_\_\_ If yes, how much do you pay? \_\_\_\_\_

19. How many bedrooms does your home have right now? \_\_\_\_\_

20. What is the total number of people living in your home? \_\_\_\_\_

21. Any existing home inadequacies or problems (e.g. broken doors or windows, anything hazardous to health or safety? Etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. Are there any special needs in the family or mobility issues? (Please identify type – wheelchair, etc...)

\_\_\_\_\_

23. References & Contact Information

Please list 1-2 contacts in Winnipeg. For example: If privately sponsored, please list your sponsor.

Name of Reference	Relationship	Contact Information

24. List of all persons who will be living with you:

	Name of Occupant	Relationship (wife / husband / son / daughter)	Gender	Date of Birth	Age
1					
2					
3					
4					
5					
6					

What schools are kids enrolled in? \_\_\_\_\_

14. Documents that must be submitted with the application for it to be considered are:

- \_\_\_\_\_ Photocopy of Manitoba Health Card
- \_\_\_\_\_ Photocopy of Landed Immigrant Card and Papers (for each member of the family) or Immigration documents
- \_\_\_\_\_ If you are employed, photocopy of last 3 pay stubs or budget letter.
- \_\_\_\_\_ If you are a **Refugee Claimant**, please include copies of documents from your last country of residence.  
(If available, please include what you have: US landing record, US Asylum Claim, school records for children, etc.)

15. Conditions

I understand that:

1. This is an application for suitability only and does NOT ensure tenancy. \_\_\_\_\_ (initial)
2. IRCOM House Inc. is a transitional home for newcomers, which provides subsidized housing for a maximum of 3 years from your date of occupancy. \_\_\_\_\_ (initial)
3. The application will stay on file for a maximum of 1 year provided it is kept up to date by the applicant. \_\_\_\_\_ (initial)
4. Rent at IRCOM House Inc. is calculated individually, according to the Rent-Geared to Income Program. \_\_\_\_\_ (initial)

I/We hereby declare that the foregoing information is true and complete. I/We understand that any false information may result in the refusal of my/our application. All applications will be considered equally and fairly according to IRCOM's policies, without bias or prejudice.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Housing Counselor or Sponsor (if applicable)

\_\_\_\_\_  
Relationship

Please note that the application has to be submitted in full with all the documents attached to be put on the wait list. If you have any questions or need help with the application please contact IRCOM at 204-943-8765.

**If any of the above information changes in the future please let us know right away to stay on the eligibility list.**

Application to be update no later than \_\_\_\_\_

**For Office Use Only**

Applicant accepted for \_\_\_\_\_ (2, 3 or 4 bedroom unit) Date applicant placed on waiting list \_\_\_\_\_

Applicant not accepted because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Where can I get help and information about renting a home in Manitoba?



## NEW JOURNEY HOUSING

(204) 942-2238

200-305 Broadway Winnipeg MB R3C 3J7

[www.newjourneyhousing.com](http://www.newjourneyhousing.com)



## Subsidized and Rent-Geared-to-Income rental agencies:



## MANITOBA HOUSING AND COMMUNITY DEVELOPMENT

2nd Floor-352 Donald Street, Winnipeg MB R3B 2H8

(204) 945-4663

[www.gov.mb.ca/housing](http://www.gov.mb.ca/housing)



## WINNIPEG HOUSING AND REHABILITATION CORPORATION

104 - 60 Frances Street, Winnipeg, MB R3A 1B5

(204) 949-2880

[www.whrc.ca](http://www.whrc.ca)



## MURDOCH MANAGEMENT

757 Henderson Highway, Winnipeg, MB R2K 2K7

(204) 982-2000

<http://www.lifelease.ca/>



## SAM MANAGEMENT

200-1080 Portage Ave., Winnipeg, MB R3G 3M3

(204) 942-0991

[www.sam.mb.ca](http://www.sam.mb.ca)

Where else should you look? Look on the internet!

[www.winnipegrentnet.ca](http://www.winnipegrentnet.ca)

[www.marketplace.winnipegfreepress.com](http://www.marketplace.winnipegfreepress.com)

<http://www.kijiji.ca/b-real-estate/winnipeg/c3411700192>

*Please apply in as many places as you can to maximize your housing options.*