

## **Application Checklist**

Use this checklist to make sure you have attached all of the required documents.

If you do not complete all sections of the application form or do not attach all of the required documents, your application will be considered incomplete and will not be reviewed until all information is received.

## MAKE SURE YOU INCLUDE ALL OF THE FOLLOWING:

- □ Please **print** all information in ink
- □ Complete **all** sections of this application and ensure the information you provide is correct Incomplete applications cannot be processed.
- □ Attach copies of photo identification
- □ Attach copies of <u>current</u> Metis Citizenship Card where applicable
- Attach copies of Manitoba Health Card or copies of custody order(s)
- □ Attach documents verifying all income and assets of all applicants

## How to Submit an Application

Drop-Off/Mail to:	For Assistance Call:
Housing Department Manitoba Metis Federation Inc. 150 Henry Ave Winnipeg, Manitoba R3B 0J7	204-586-8474 ext. 230 1-800-665-8474 (Toll Free)
Or Fax to:	
Attention: Housing Department Manitoba Metis Federation Inc. (204)-947-1816	



## FREQUENTLY ASKED QUESTIONS

IMPORTANT: Make sure to contact MMF Housing Department with any changes to your application. If you cannot be reached following the submission of your application, your application may be cancelled.

- **Q**. How will I know if my application has been approved?
- A. You will receive notification by mail within 30 business days as to your applications status.
- Q. Does MMF Housing allow pets?
- A. MMF Housing has a NO Pet Policy, however certain arrangements can be made in cases involving a service animal.
- Q. How much rent can I expect to pay?
- A. The amount of rent you expect to pay will be based on whether you are applying for a market rent unit or an affordable housing unit.

- **Q**. How do I obtain an application?
- A. You can obtain an application online, by calling housing and requesting one be faxed or mailed, or by visiting your regional office.
- Q. Can I choose where I want to live?
- A. You can choose what unit you wish to apply for. However, in cases of Affordable Housing units, you must qualify for the program as set out by the Manitoba Housing and Renewal Corporation.
- **Q.** Do I need to submit any other documents with my application?
- A. Yes. You are required to submit the supporting documents as outlined in each section of the application. <u>Failure to do so may result in the cancellation of your application.</u>
- **Q.** How do I update my application information once I have applied?
- A. To update or make changes to information provided in your application contact MMF Housing at 204-586-8474 ext. 230 or 1-800-665-8474 (Toll Free).