



5 St. Anne Street  
 St. Albert, AB  
 T8N 3Z9  
 Phone: (780) 459-1642  
 Fax: (780) 458-1974

CITY USE ONLY	
Property File No.	

## TENANT DECLARATION BASEMENT SUITE GRANT PROGRAM PLEASE PRINT

**The Basement Suite Grant Program, through the City of St. Albert, and the Province of Alberta offers assistance to homeowners to create affordable basement suites. In order to ensure that the grant funding is being provided under the terms of agreement, this declaration will be used for the purpose of verifying accuracy of rental rates. With this form, please include a bill/statement that indicates the tenant's current address.**

<b>Municipal Address:</b>	No. _____ Street name _____						
	<b>Leal Description:</b>	<table border="1"> <tr> <td>Lot (Parcel)</td> <td>Block</td> <td>Plan</td> </tr> <tr> <td colspan="3">Other legal description _____</td> </tr> </table>	Lot (Parcel)	Block	Plan	Other legal description _____	
Lot (Parcel)	Block	Plan					
Other legal description _____							
<b>Tenant Information:</b>	Name _____ Daytime Phone Number _____						
	Mailing Address _____ E-mail Address _____						
	City _____ Postal Code _____ Date (MM/DD/YYYY) _____						

I/We hereby confirm that I/we are the current renter(s) of this unit and my/our current monthly rent is \$ \_\_\_\_\_

Services not included in my/our rent  Heat  Electricity  Water  Other (e.g. parking, cable)

Indicate Monthly Cost \$ \_\_\_\_\_ Heat \$ \_\_\_\_\_ Electricity \$ \_\_\_\_\_ Water \$ \_\_\_\_\_ Other \_\_\_\_\_

Length of time living in unit: \_\_\_\_\_ Relation to the Property Owner: \_\_\_\_\_

Length of lease: \_\_\_\_\_

Last rental increase date: \_\_\_\_\_

I/We hereby certify and declare that all the information contained on this form including true and complete in every aspect.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Collection and use of personal information**

*The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Freedom of Information and Protection of Privacy Act.*

## **PROOF OF RESIDENCY**

At least one of these documents must be submitted with the Tenant Declaration Form as proof of residency:

- Chequing or savings account statements
- Cancelled cheque with imprinted name and address
- Utility, telephone, gas or cable TV bill in tenant's name with current address
- Income tax receipts
- Insurance documents (life, auto, residential, etc.)
- Copy of rent cheque that has been cashed and processed through the banking system
- Drivers license with current address

The following documentation will not be accepted:

- Interim/temporary driver's licence
- Business cards
- Video membership cards
- Library cards