

CITY USE ONLY	
Property File No.	

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

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.

Municipal Address:	No.		Street name	
	Lot (Parcel)		Block	Plan
Leal Description:	Other legal description			
	Name		Daytime Phone Number	
Tenant Information:	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