



AUTHORIZED OCCUPANT APPLICATION FORM

The KFN Elderplex was built for KFN Elders, which is why basic eligibility requirements include KFN membership, age (55+), and financial considerations.

However, a KFN Elder may wish to live with a non-Member. In this case, the Elder Tenant must request permission from KFN Housing to allow that person to live with them in the KFN Elderplex. This person would then be called an "Authorized Occupant." Special policies apply for Authorized Occupants (see *Section 9.2* in the KFN Elderplex Policy).

This form is for the KFN Elder Applicant/Tenant and the proposed Authorized Occupant to fill in together.

1. Proposed Authorized Occupant Information

First name: _____ Last name: _____

Nickname/alias: _____ Date of birth: _____

☎ Phone number: _____ @ Email: _____

🏠 Street address: _____

City, province, postal code: _____

2. Authorized Occupant Relationship

What is the relationship between the Applicant/Tenant and the Proposed Authorized Occupant?

- In a marriage-like or couple relationship
- Family/relative (please specify): _____
- Other (please specify): _____



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3. Two-bedroom Unit Allocation

There are limited 2-bedroom units available.

- A single tenant or couple in a marriage-like relationship qualify for a 1-bedroom unit.
- If any other relationship exists between the two occupants, they would only qualify for a 2-bedroom unit.
- A couple can also request a 2-bedroom in extenuating circumstances.

KFN Eldeplex Occupancy Guidelines:

The Elderplex Housing Policy is informed by the minimum requirements of the National Occupancy Standard of Canada.

1-bedroom Units

The maximum occupancy for a 1-bedroom unit is 2 people. It can be occupied by:

- a single Tenant; or by
- two Joint Tenants in a couple; or by
- a Tenant and an Authorized Occupant in a couple.

2-bedroom Units

The maximum occupancy for a 2-bedroom unit is 2 people, unless a Tenant applies for approval from the Housing Department for extenuating circumstances on compassionate grounds. The unit can be occupied by:

- two Joint Tenants; or by
- a Tenant and an Authorized Occupant; or by
- a single Tenant when no 1-bedroom unit is available. In this case, the single Tenant may be required to move into a 1-bedroom unit when one becomes available, and a 2-bedroom unit is needed to house two people.

If you would like to request a 2-bedroom unit, please provide a brief reason here:



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4. References

Please provide the names of **at least two** references who can provide support for the Proposed Authorized Occupant's application. Examples: employer, past employer, health worker, landlord, past landlord, neighbour, family member, long-time friend.

1. Name: _____

☎ Phone number: _____ @ Email: _____

2. Name: _____

☎ Phone number: _____ @ Email: _____

3. Name: _____

☎ Phone number: _____ @ Email: _____

11. Pets

The K'ómoks Elderplex has a "no pets" policy.

Please select from the following:

- I will **not** be bringing pets to the K'ómoks Elderplex.
- I have a guide animal and I agree to provide all necessary care for my guide animal.
Provide details about this guide animal: *Type of guide animal, certification level, etc.*

12. Smoking

Smoking of any kind is only permitted in the designated covered area using a fire-safe ashtray, not in or around the units.

- I agree to follow the smoking policy of the K'ómoks Elderplex.



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K'ómoks Elderplex Complex Rules

- Exterior:** Please do not make any changes or affix anything to the exterior of the buildings (siding, doors, etc.)
- Front entry way:** Please keep your personal belongings clear of front entry ways, to ensure safe access to units. Mobility devices are permitted.
- Garbage:** Please use the communal bin provided to dispose of your household garbage and recycling.
- Guests:** Guests are only permitted to stay up to 14 consecutive days or within a month. You must apply to the Housing Department for any extensions.
- Home businesses:** Home-based businesses are not permitted.
- Maximum occupancy:**
- 1-bedroom unit: 1 person or 2 people in a couple
 - 2-bedroom units: 2 people
 - Any exceptions for extenuating circumstances must be approved by the Housing Department
- Noise:** Be mindful of others by not making too much noise.
Quiet time between 10 pm and 8 am.
- Parking:** Each tenant has the use of the parking in front of their unit.
Guests can use additional visitor parking spots or street parking.
- Pets:** No pets allowed.
- Smoking:** Smoking of any kind is only permitted in the designated area, using the fire-safe ashtray.
- Subletting:** Unit subletting is not permitted.



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Proposed Authorized Occupant Declaration and Consent *Please read, initial and sign.*

- I understand:** _____ That the KFN Elderplex was built as subsidized housing for KFN Elders, and as such, that I do not meet the eligibility criteria to enter into a tenant-landlord relationship with KFN.
- _____ That, should my application to become an Authorized Occupant be successful, I would not have tenancy at the KFN Elderplex.
- _____ That my application may require a criminal record check.

I authorize: _____ KFN Housing to make any necessary inquiries to verify the information given in this application.

In addition, **I commit to adhere to the policy and rules of the K'ómoks Elderplex.**

Print Applicant Name	Signature	Date

If you are filling out this form online, please sign by typing your name in the signature box.



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