



Trinity Place Foundation  
of Alberta

Step by Step guide on how to apply online

# WHAT YOU NEED

Before you start you will need:

1. an email address of the applicant(s)
2. a scan or picture of :
  - Recent Notice of Assessment from Revenue Canada
  - Two months of recent bank statements

# LOGGING IN

When creating a new application please 'click here to register' and click on Brand new application. When updating or checking in on your application status, please 'log in'.

## Login

Email

Password

[Forgot password?](#)  
[Click here to register](#)

### Register for a Fast, Easy Application

With a free account, you can:

- ✓ Save your application and log in at any time to continue.
- ✓ Check the status of your application.

### To Apply for Subsidized seniors housing you will need:

- ✓ An email address to register
- ✓ To fill out the online application
- ✓ Upload your Notice of Assessment from Canada Revenue
- ✓ Upload 2 months of recent bank statements

Register with your application code and email address

Register with your application code and phone number

**Brand new application**

### Create your account today, and Apply Online!

- ⚠ Have an application but not an online account?
  - Contact your Waitlist Manager for a Registration Code
- ✍ Submit your application
- ✓ Check out the status of your application

### Already have an account? Login Now!

Email

Password

# PERSONAL DETAILS

1. Please fill in your name and create a password.
1. Accept the Terms and Conditions
1. Click Register

## Personal Details

First Name\*

Last Name\*

## Account Information

Email Address\* (Your email address is your user name)

Password\*

Confirm Password\*

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Please read and accept the Terms and Conditions

**REGISTER**

# PRIMARY APPLICANT DETAILS

1. Your Name is automatically added.
1. Please choose your status in Canada.
2. Enter in your date of Birth (day-month-year).
3. Click Next.

## We are about to start gathering information about the members of your household.

First, tell us about the Primary Applicant. This person will be the primary contact for the application.

The screenshot shows a web form titled 'Primary Applicant Details' with tabs for 'Personal', 'Address', 'Contact', 'Other Contacts', 'Other Info', and 'Other Questions'. The 'Personal' tab is active. The form contains the following fields: 'First Name \*' (text input with 'Testfirst'), 'Last Name \*' (text input with 'Testlast'), 'Status in Canada \*' (dropdown menu), 'Gender' (dropdown menu), 'Date of Birth (dd/mm/yyyy) \*' (text input), and 'Marital Status' (dropdown menu). A red circle highlights the 'Status in Canada \*' dropdown. Below the dropdown is a paragraph of text: 'Your status in Canada must be confirmed. You must provide a copy of each household member's (each person on the application must be a Canadian citizen, permanent resident, Canadian citizenship, immigration documents or refugee claimant or status documentation. All members of the household must be legally in Canada in order to qualify for geared-to-income assistance. The centralized waiting list administrator(s) will require you to submit this information before you are deemed eligible.' Another red circle highlights the 'Date of Birth' input field. At the bottom of the form is a blue 'NEXT' button, also circled in red.

1. Please add your mailing address.
2. Click Next.

## We are about to start gathering information about the members of your household.

First, tell us about the Primary Applicant. This person will be the primary contact for the application.

The screenshot shows a web form titled 'Address Information' with tabs for 'Personal', 'Address', 'Contact', 'Other Contacts', 'Other Info', and 'Other Questions'. The 'Address' tab is active and circled in red. The form contains the following fields: 'Street No. - Name' (text input), 'Apt. No.' (text input), 'City' (text input), 'Province' (dropdown menu), and 'Postal Code' (text input). Below these fields is a section titled 'Current Address' with a checkbox labeled 'Current Address is the same as Mailing Address', which is circled in red.

1. Your email is automatically added. If you would like to change the email address please go to your account page to update. See additional resources page at the end for instructions.

2. If you agree we will send you emails when your status changes. We will not send any unsolicited email.

3. Add your phone number, type and click next.

### Contact Information

Email Address  
testing1234@tpfa.ca

Please go My Profile and use the Change Email button to update your email account

I agree to receive emails \*

Yes ▾

Preferred mode of communication  
E-Mail ▾

Phone Number 1  
(403) 000-0000

Phone Number 1 Type?  
Mobile ▾

1. Please add a secondary contact person. It could be Family, Friend or Social Worker.

2. Please indicate if we can discuss your housing application with this person.

### Persons to Contact in your Absence

**Contact 1**

Alternate Contact Name  
FriendorFamilyName

Alternate Contact Relationship  
WhoAreTheytoYou

Alternate Contact Phone  
(403) 000-0000

Can we discuss your application with this person? \*

Yes  
No

Emergency Contact Name

Emergency Contact Relationship

Emergency Contact Phone

1. Choose the selection closest to your current living situation from the drop down menu.
2. Add your monthly rent and utilities. If you do not pay rent or utilities please enter 0.
3. Please indicate if you have previously lived in Subsidized housing, and if so, please add the name of the provider.

Personal Address Contact Other Contacts **Other Info** Other Questions

### Other Information

Current Living Situation \*

If you own a residential property that can be used all year, you are required to sell it if you accept an offer of subsidized housing. You must sell it within 180 days after receiving RGI assistance.

Monthly Rent

\$0.00

The costs should include income rent or mortgage costs. Please include monthly mortgage payment or monthly rent.

Utilities

\$0.00

Please include average monthly amount for electricity, water, heating and fuel that you pay separately from your monthly rent.

Have you previously lived in Subsidized Housing? \*

BACK NEXT

1. Please provide current landlord information.
2. If you have been evicted please state reason and provide a copy of the notice in the documents tab.

### Current Landlord Information

Landlord Name

Landlord Telephone Number

Have you received an eviction notice?

Eviction Date

Eviction Reason

BACK NEXT

Please provide as much detail as possible for the reason for wanting or needing to move. Our wait list follows a government-mandated rating system to rank level of need. Those in the greatest need are housed before all others. Our list is NOT first-come first-served. The more information we have the better we can assign your placement on the wait list.

Personal Address Contact Other Contacts Other Info **Other Questions**

Please state your reasons for wanting/needing to move \*

My rental home is being sold, I have no family.

**BACK** **NEXT**

## ADDITIONAL HOUSEHOLD MEMBERS

If you have a spouse, partner or room mate please click on the co-applicant button to add them to the application. If not please click next.

\* Denotes a required field

### Tell us about your Co-Applicants...

Include only those co-applicants who will be leaseholders and will live with you.

**ADD CO-APPLICANT**

No Members Added

**BACK** **NEXT**

Additional household members will repeat the same personal details questions, on many occasions you may click: same as applicant, then next.

Current Address Same As Applicant

**BACK** **NEXT**

# INCOME VERIFICATION

Please have your Notice of Assessment available. Click Yes then click Next.

## Notice of Assessment

Do you or any member of your household have the following :

Do you have Notice of Assessment? \*

Yes  No

BACK

NEXT

Click on Add Notice of Assessment.

UPLOAD DOCUMENTS

## Tell us about your Notice of Assessment from Revenue Canada

Please provide **line 15000** (Total Income) on your Notice of Assessment from Canada Revenue.

ADD NOTICE OF ASSESSMENT

Please choose the name of the applicant in the drop down menu.

Enter line 15000 (Total Income) from your Notice of Assessment under "How much Income".

## Tell Us About Notice of Assessment

Income Details

Who does this Income belong to?\*

How much income:

\$0.00

What type of income is this?\*

Notice of Assessment Line 1500

How often is this income paid?\*

Annual

SAVE

CANCEL



Please click 'ADD NOTICE OF ASSESSMENT' for any additional co-applicants. Once the Notice of Assessment has been added for all members of the household please click next.

Please click on Add Bank Statements.

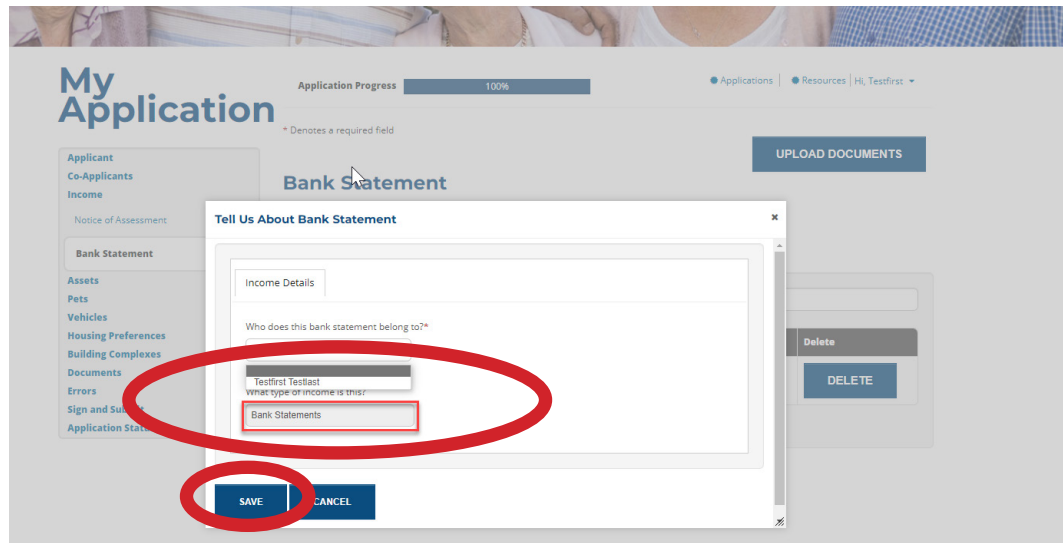
## Bank Statement

Please add scans of two months bank statements under the documents tab



Please choose the name of the applicant in the drop down menu.

Click Save.



# ASSETS VERIFICATION

## We are about to start collecting information about your assets.

This is a statement of all Assets. Assets are valuable things that you own. These assets may or may not provide you with a monthly income. Some examples of assets are: Property, Real Estate, Savings and Chequing accounts, Annuities, GICs, Stocks or Shares, Bonds, Mortgages, Loans, Notes, Term Deposits, Life Insurance with a Cash Surrender Value, and RRSPs.

Do you or any member of your household have the following :

Please click yes or no for any of the following assets.

Do you own any income producing real estate? \*

Yes  No

Do you have any savings accounts? \*

Yes  No

Do you own any annuities? \*

Yes  No

Do you own any RRSPs? \*

Yes  No

Do you own any GICs? \*

Yes  No

Do you own any stocks or shares? \*

Yes  No

Do you own any bonds? \*

Yes  No

Do you own any debentures? \*

Yes  No

Do you have own any mortgages, loans, or notes? \*

Yes  No

Do you own any term deposits? \*

Yes  No

Do you own any other assets? \*

Yes  No

BACK

NEXT

## Tell us about your RRSPs...

If you have clicked yes to any of the above assets, please click ADD and click next.

ADD RRSP

No Assets Added

BACK

NEXT

## Tell Us About RRSPs

1. Please choose the name of the applicant in the drop down menu.
2. Enter the value of the asset.
3. Click Save.

Asset Details

Who does this asset belong to?\*

TEst1 Test2

What type of asset is this?\*

RRSP

What is the value of this asset?\*

5000.00

SAVE CANCEL

Please repeat the process for any additional assets or applicants. Then click next.

## Tell us about your RRSPs...

ADD RRSP

Search:

Name	Asset Source	Value of Assets	Edit	Delete
TEst1 Test2	RRSP	\$5,000.00	EDIT	DELETE

Showing 1 to 1 of 1 entries

BACK NEXT

# PETS

1. If you have a pet please click add pet and add information.
2. If you do not have a pet click next.

## Do you have Pets?

*Please note:* Carter Place is the only building that will accept one cat, all other buildings do not accept pets of any kind.

**ADD PET**

No Pets Added

**BACK**

**NEXT**

### Your Pets

Type of Pet

Is this a service animal?

I am willing to find a new home for my pets.\*

No

**SAVE**

**CANCEL**

# VEHICLES

1. If you have a vehicle and require parking please click add vehicles, add details and save.
2. If you do not require parking click next.

Parking is limited at all buildings. If you have a vehicle but do not require parking, please skip the question

**ADD VEHICLES**

No Vehicles Added

**BACK**

**NEXT**

### Vehicle Information

Make

Model

License Plate Number\*

**SAVE**

**CANCEL**

# HOUSING REQUIREMENTS

## We are about to start collecting information about your housing requirements and preferences

These preferences will determine the properties that you are able to select during this application process. The answers to the following questions will help us to determine the most suitable communities for your family.



Please see below for definitions:

**Affordable Housing** is a set rent at 10% below market rent at Glenway Gate and Templemont Place. Rents start at \$900-\$1300+ per month.

**Senior Self Contained** means rent is set at 30% of household income more commonly know as "Social Housing" for Seniors.

## Tell us about the type of housing you wo

There are 3 different types of housing we offer. Here are the **comm**

1. **Affordable housing** is a set rent at 10% below market rent at Glen
2. Community housing is for individuals requiring harm-reduction
3. **Senior Self Contained** is rent based on 30% of household incon

Community Type

Senior is senior citizens housing restricted to households where at least one person is aged 65 or older. In some service areas, there may be a lower age threshold. Non-Senior housing is housing that is not restricted to senior citizens. Families and single or couples without children could apply to these locations if there is a unit that fits the household size. There may be a mix of unit sizes in the housing community or only one type.

Affordable Housing

Senior Self Contained



PLEASE NOTE: Most of our suites are bachelor and one bedroom, if you choose a 2 bedroom unit you will limit the availability of buildings and extend your wait significantly.

## Tell us about the number of bedrooms you would like:

Bachelor  
A bachelor is a type of unit that has a kitchen, bathroom, and a living/sleeping area. There is no separate bedroom.

1 Bedroom

2 Bedroom (limited availability)

How many bedrooms in total in current accommodation?

How many bedrooms does your family occupy?

## Tell us some other details about your household...

Please choose from the drop down menus.

Parking Required \*

Do you or any member of your family have a life threatening medical condition?

I/We live in a hostel, hotel, on the street... (i.e. I/We do not have a permanent address at this time.)

Did you apply for housing within one year of entering Canada?

# BUILDING COMPLEXES

## Selecting Building Complexes

The next two screens will show you the Building Complexes that meet the requirements and preferences you have entered in the Housing Preferences section. If you change these requirements, the list of buildings may change. The Building Complexes you select in the next steps will determine for what buildings you will be considered.



We have 18 buildings to choose from. Click find to see all building selections available to you according to your housing preferences.

## Tell us about the Building Complexes you wish to live in

Your choices are based on the housing preferences you selected on the previous screens. You may select one or multiple building complexes to suit your needs.

**Please click "Find" to see available Building Complexes.**

A screenshot of a web form titled "Available Building Complexes". Below the title is a "Municipalities" dropdown menu. At the bottom left of the form, there is a blue button labeled "FIND" which is circled in red.

Please select your building preferences from the list below.

SAVE

UNSELECT ALL

Municipality Area	Building Complex	Program Type	Community Type	Bedrooms	Non-smoking	Select or Unselect
Calgary   Beltline	Alex Walker Tower ?	Senior Self Contained	Senior	Bach,1,2	Yes	<input checked="" type="checkbox"/>
Calgary   Beltline	Grace Gardens ?	Senior Self Contained	Senior	1,2	Yes	<input checked="" type="checkbox"/>
Calgary   Beltline	Odd Fellow Rebekah Tower ?	Senior Self Contained	Senior	Bach,1,2	Yes	<input checked="" type="checkbox"/>
Calgary   Capitol Hill	Parkview Village ?	Senior Self Contained	Senior	Bach,1,2	Yes	<input checked="" type="checkbox"/>
Calgary   Downtown	Carter Place ?	Senior Self Contained	Senior	Bach,1	No	<input checked="" type="checkbox"/>
Calgary   Downtown	Edwards Place ?	Senior Self Contained	Senior	Bach,1,2	No	<input checked="" type="checkbox"/>
Calgary   East Village	George King Tower ?	Senior Self Contained	Senior	Bach,1	No	<input checked="" type="checkbox"/>
Calgary   East Village	Murdoch Manor ?	Senior Self Contained	Senior	Bach,1,2	No	<input checked="" type="checkbox"/>



If you would like to add to your selection please click on 'available building complexes', if you are happy with your selections please click next.

## Tell us about the Building Complexes you wish to live in

Your choices are based on the housing preferences you selected on the previous screens. You may select one or multiple building complexes to suit your needs.

**Please click "Find" to see available Building Complexes.**

Available Building Complexes | Building Complexes You Have Been Submitted To

Municipalities

## Document

Please upload the following documents: Notice of Assessment for each member of the household and 2 months of recent bank statements.

**\*Application can not be submitted without documents attached.**

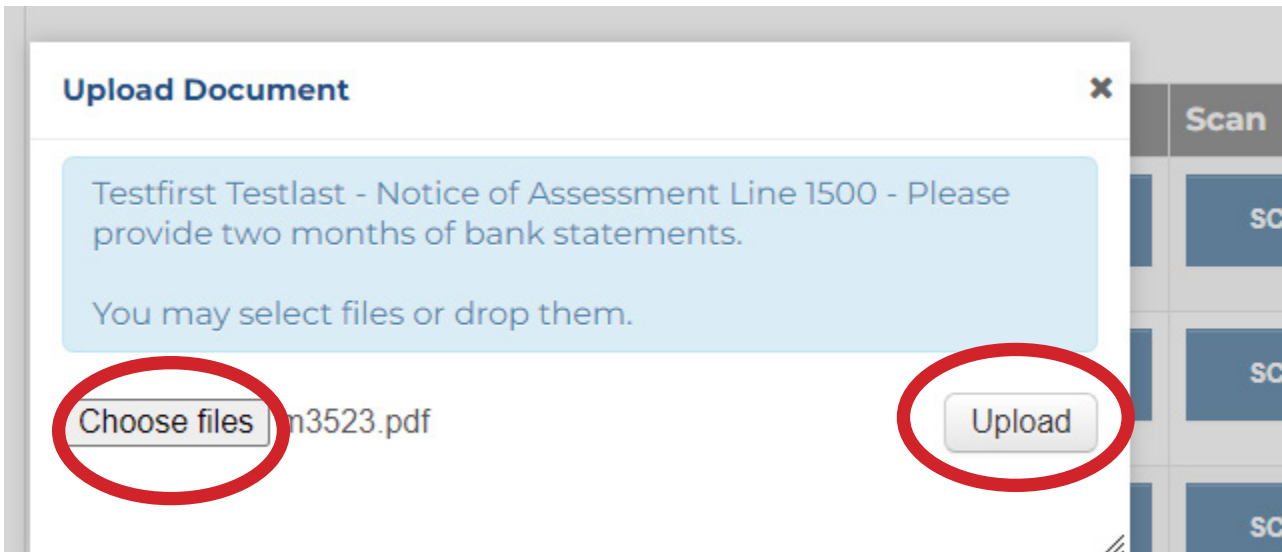
Use Upload New button if you want to upload additional document.

Current Documents | Archived Documents

Document	Upload	Scan	View	Delete
Testfirst Testlast - Notice of Assessment Line 1500 - Please provide two months of bank statements.	<input type="button" value="UPLOAD"/>	<input type="button" value="SCAN"/>		
Testfirst Testlast - Provide most recent Notice of Assessment from Revenue Canada (Tax Return)	<input type="button" value="UPLOAD"/>	<input type="button" value="SCAN"/>		
Optional - Scan other household documents.	<input type="button" value="UPLOAD"/>	<input type="button" value="SCAN"/>		

Showing 1 to 3 of 3 entries

Uploading documents. Please upload your Notice of Assessment and 2 months of bank statements for proof of income. Applications will not be accepted until all documentation has been received.



After clicking 'Choose files' the files you have on your computer will pop up. Please choose the file or picture and click "open or upload". Instructions vary from computer to computer.

If any errors are within the application they will appear here. You will not be able to submit the application until all errors are corrected.

## Errors

We didn't find any errors.

BACK

NEXT

# SIGN AND SUBMIT

Please sign the documents, if the document is not signed your application will be marked incomplete and you will not be eligible for housing.

Read and Agree to the terms and conditions.

**Please sign the documents below. By signing this document, you are agreeing that you have entered all information and it is ready to be reviewed.**

Applicant represents all the statements are true and correct. Applicant authorized continuing verification of all information, references, criminal history and credit records at any time including before, during and after the expiration of the lease term and releases from liability all persons and entities requesting or supplying information. Applicant acknowledges that false, incomplete or misleading information constitutes grounds for rejection of this application; discovery of false, incomplete or misleading information that occurs after occupancy will result in termination of the right of willfully falsify a material fact or make false statement in any matter within the jurisdiction of a federal agency.

Search:

Document	View	Sign
Documents for Applicant <b>Testfirst Testlast</b> to Sign	<a href="#">VIEW DOCUMENT (SIGNED)</a>	Signing Complete
Documents for Applicant <b>Testfirst Testlast</b> to Sign	<a href="#">VIEW DOCUMENT (UNSIGNED)</a>	<a href="#">CLICK HERE TO SIGN</a>
Documents for Co-Applicant <b>Test3 Test4</b> to Sign	<a href="#">VIEW DOCUMENT (UNSIGNED)</a>	<a href="#">CLICK HERE TO SIGN</a>

Showing 1 to 3 of 3 entries

[AGREE & CONTINUE](#)

To create your signature you can:

1. Use your mouse within the white box

or

2. Click on choose a script for your signature.

Create Your Signature

Use your mouse or finger to create your signature. [You can choose a script signature instead.](#)

Your Signature 1

[Clear Signature](#)

Your Initials

[Clear Initials](#)

2

Choose a script for your signature.

### Choose a Script

Choose a script font for your signature, [or create your own.](#)

Test3 Test4 TT

Test3 Test4 TT

Click on both Signature and Date.

I (we) have read, understand, and agree with the above consent.

Name of household member

Signature

Date (dd/mm/yyyy)

Testfirst Testlast	<input checked="" type="checkbox"/>	<input type="text" value="Date"/>
Test3 Test4		

When all signatures are complete, click sign and complete.

I (we) have read, understand, and agree with the above consent.

Name of household member

Signature

Date (dd/mm/yyyy)

Testfirst Testlast	Testfirst Testlast	07/12/2022
Test3 Test4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

www.tpfa.ca | #105 - 334 11 Ave SE, Calgary, AB T2G 0Y2 | 403-269-3183

**SIGN & COMPLETE**

When each document has been signed click next.

Document	View	Sign
Documents for Applicant <b>Testfirst Testlast</b> to Sign	<b>VIEW DOCUMENT (SIGNED)</b>	<input checked="" type="checkbox"/> Signing Complete
Documents for Applicant <b>Testfirst Testlast</b> to Sign	<b>VIEW DOCUMENT (SIGNED)</b>	Signing Complete
Documents for Co-Applicant <b>Test3 Test4</b> to Sign	<b>VIEW DOCUMENT (SIGNED)</b>	Signing Complete

Showing 1 to 3 of 3 entries

BACK

**NEXT**

# STATUS OF YOUR APPLICATION

Review information. If you need to cancel your application click Cancel application. Otherwise a property manager will contact you within the next 10 working days to let you know if there is any immediate availability in your building selections.

UPLOAD DOCUMENTS

## Status of your application

Thank you for your application. A property manager will be in contact in ten working days. Thank you for your patience.

**Applicant Name:** Testfirst Testlast  
**Confirmation Number:** P5333966

Applied

CANCEL APPLICATION

**Date Applied** 28/11/2022 **Date of Last Annual Update**

**Approved Number of Bedrooms**

**Approved for Accessible Unit** No **Approved for Modified Unit** No

**Other Access Requirements**

**Support Service Requirements**

List of properties selected by you and its approval status:

Municipality	Area	Building Complex	Status	Remove
Calgary	Beltline	Alex Walker Tower	Selected	<input checked="" type="checkbox"/>
Calgary	Beltline	Grace Gardens	Selected	<input checked="" type="checkbox"/>
Calgary	Beltline	Odd Fellow Rebekah Tower	Selected	<input checked="" type="checkbox"/>
Calgary	Capitol Hill	Parkview Village	Selected	<input checked="" type="checkbox"/>
Calgary	Downtown	Carter Place	Selected	<input checked="" type="checkbox"/>
Calgary	Downtown	Edwards Place	Selected	<input checked="" type="checkbox"/>

# ADDITIONAL RESOURCES

My Application

Application Progress 100%

● Applications | ● Resources | Hi, Testfirst ▾

\* Denotes a required field

To find additional information, click resources and our useful links page will pop up.

## Trinity Place Foundation of Alberta Resources Page

▾ Trinity Place Foundation



### Trinity Place Foundation Useful Links

**Online Application Available:**

Yes

**Website:**

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

**Privacy Policy URL:**

[tpfa.ca/privacy-policy](http://tpfa.ca/privacy-policy)

**Frequently Asked Questions**

[tpfa.ca/faq](http://tpfa.ca/faq)

**Building Locations**

[tpfa.ca/locations](http://tpfa.ca/locations)

**Income Thresholds for Alberta**

[open.alberta.ca/dataset/423df5de-6562-4b06-9ccb-596e9d130bb5/resource/7c827a2d-6dfa-4930-9ecb-aaf55f636b1b/download/sh-income-threshold-2022.pdf](https://open.alberta.ca/dataset/423df5de-6562-4b06-9ccb-596e9d130bb5/resource/7c827a2d-6dfa-4930-9ecb-aaf55f636b1b/download/sh-income-threshold-2022.pdf)

### Municipalities Served

Calgary

● Applications | ● Resources | Hi, Testfirst ▾

My Profile ▾

### Account Information

First Name Testfirst  
Last Name Testlast  
Phone  
Alt. Phone  
Email testfirst@tpfa.ca  
 I agree to receive email notifications from Trinity Place Foundation of Alberta.

[Update Account](#) [Change Password](#) [Change Email](#)

To update your account, click on the arrow beside your name. You can update your email or password here.