



YELLOW QUILL FIRST NATION

HOUSING DEPARTMENT

P.O Box 40 Yellow Quill, SK S0A 3A0

Tel: 306-322-2281 Fax: 306-322-2304

Email: yqhousingcoordinator@gmail.com

HOUSING RENOVATION, REPAIRS & MAINTENANCE REQUEST FORM

Yellow Quill Housing Department provides Band Members of Yellow Quill First Nation or person(s) with dependant(s) registered to Yellow Quill First Nation with affordable housing. Tenants/occupants are responsible for the general maintenance, repairs and replacements as outlined in their lease agreement.

Tenants/occupants requesting renovation, repairs or maintenance must complete this Form. Completed forms will be accepted only by the Housing Department. Not all maintenance requests will be acted upon. Approval is dependant on budget availability and priority and may require the approval of the Housing Committee.

If the maintenance request is urgent, or poses a health and safety risk, the tenant/occupant should contact the Housing Department immediately.

If the maintenance request is the result of vandalism or break-in, a RCMP report must be filled out by the tenant/occupant and must accompany this request.

Applicants must also meet the following criteria as stated:

HOUSING POLICY 2022

22. Renovations – Band-Owned Units & Section 95 Housing Units (CMHC)

2.1 Eligibility Criteria

- 2.1.1 The renovation program is dependent on funding availability and will only be issued to the amount allocated in the Yellow Quill First Nation budgeting process.
- 2.1.2 Budgeting process
- 2.1.3 The renovation program is available as determined by the Housing Committee.
- 2.1.4 Applicants must be 18 years of age or older
- 2.1.5 Applicants must be a band member of Yellow Quill First Nation.
- 2.1.6 Applicants must complete an application for assistance
- 2.1.7 Applicants cannot be in arrears on any payments or maintenance service fees to Yellow Quill First Nation.



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SECTION 1 – Tenant/Occupant Information

Please read carefully and complete all applicable areas to the best of your knowledge.

Section 1.1 Applicant Information			
Last Name		First Name	
Date of Birth			
Month		Day	
Contact Number		Alternate Number	
Email:			
Status Number			
Current Mailing Address			
Current Residential Address (Unit #)			
How long have you been at this address			
Year(s)		Month(s)	
Maintenance is described as repairs that are performed by the occupants of band owned units. Section 95 Housing Unit Tenants must comply with the lease agreement provided by CMHC and are not eligible to perform repairs or make alterations to their unit unless with express written permission from CMHC			
Are you applying for maintenance?	Yes	☐	No ☐
Please list the work repairs you will perform:			
Please list the supplies requested to complete the repairs and attach all cost estimates from a reputable service supplier to this application form.			
Are you applying for a renovation?	Yes	☐	No ☐
Is this your first time applying for Renovation?	Yes	☐	No ☐



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If no, what unit did you live in where the renovation happened and in what year?			
Minor Renovations are described renovations under \$10,000.00. Major renovations are described as renovations over \$10,000.00.			
Are you applying for a minor renovation	Minor	☐	Major ☐
Please list the issues and repairs that are being requested.			
Do you currently reside in a band Unit or CMHC unit?		Band Unit ☐	CMHC ☐
<u>National Occupancy Standards</u>			
A separate bedroom is required for an adult couple, for a single person over 18, for children age 5 and over of the opposite sex. Adults should not share a bedroom with children.			
According to the definition above, are you overcrowded?	Yes	☐	No ☐
Has your family size or number of occupants inside your unit increased since your tenure as a tenant/occupant began?	Yes	☐	No ☐
Please explain.			
Has your marital status changed during your tenure as a tenant/occupant	Yes	☐	No ☐
Marital Status	Single, divorced, widowed, separated	☐	Married or Common Law ☐



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<u>Section 1.2 Co-Applicant or Spouse Information (if applicable)</u>			
Last Name		First Name	
Date of Birth			
	Month	Day	Year
Contact Number		Alternate Number	
Email:			
Status Number			
Name of band which registered to			
Current Mailing Address			
Current Residential Address			
How long have you been at this address			
		Year(s)	Month(s)

<u>Section 1.3 Name of Dependant(s) and/or other Occupants (If applicable)</u>			
Last Name		First Name	
Date of Birth		Status Number	
Relationship to Tenant/Occupant:			
Last Name		First Name	
Date of Birth		Status Number	
Relationship to Tenant/Occupant:			
Last Name		First Name	
Date of Birth		Status Number	
Relationship to Tenant/Occupant:			
Last Name		First Name	
Date of Birth		Status Number	
Relationship to Tenant/Occupant:			
Do you or your dependant(s) have any special needs? (ex. Wheelchair ramp)		Yes	No
		☐	☐
Please Explain:			



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Do you or your dependant(s) have any medical conditions?	Yes	☐	No	☐
Please Explain:				

SECTION 2 - Tenant/Occupant Income Information

As per the Housing Policy 2022, all tenants/occupants of both band-owned units and Section 95 Housing Units must pay a monthly Maintenance Service Fee as outlined in the Housing Policy 2022. To be considered, all applicants must be able to pay the monthly maintenance service fee and provide all documents indicating source of income.

You must also submit all current income verification documents along with this Form.

Section 2.1 Tenant/Occupant Income Source				
Please check all sources of income that is applicable to you.	Employed or self-employed	☐	Income Assistance	☐
	Pension	☐	Employment Insurance	☐
	Other	☐		
If Other, please explain:				
Total Monthly income from all sources:				

Section 2.2 Co-Applicant or Spouse Income source				
Please check all sources of income that is applicable to you.	Employed or self-employed	☐	Income Assistance	☐
	Pension	☐	Employment Insurance	☐
	Other	☐		
If Other, please explain:				
Total Monthly income from all sources:				



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SECTION 3 - RESPONSIBILITIES OF THE HOUSING DEPARTMENT

As per the 2022 Housing Policy:

2. Maintenance and Repairs

- 2.1 Yellow Quill First Nation Responsibilities – Section 95 Subsidized Units and Band Units
 - 2.1.1 Yellow Quill First Nation, through the Housing Department, is responsible to plan and maintain Band and Section 95 units in a good state of repair, to carry out preventative repairs and maintenance and to comply with health and safety standards to extend the useful life of the unit. Maintenance and repair activity is dependent on funding availability and will only be carried out to the maximum amount allocated in the Yellow Quill budgeting process.
 - 2.1.2 The Housing Department is responsible for major repairs or repairs arising from normal wear and tear.
 - 2.1.3 The Housing Department is responsible for repairs related to building structure, whether deemed to be major or minor, heating, electrical, water or a major deficiency not attributed to or caused willfully or negligently, by the tenant(s) or the tenant's guests.
 - 2.1.4 The Housing Department is responsible for repairs and maintenance to major appliances provided in the lease agreement, except where outlined in the lease agreement (fridge, stove, hot water tank, water pump, furnaces, etc.). Appliances shall not be removed from unit by occupants/tenants.
 - 2.1.5 The Housing Department will keep a record of all maintenance and repairs carried out on the Section 95 and Band units including response time, reason for the repairs, repair items and costs.
 - 2.1.6 The Housing Department will be responsible to provide information, workshops, and awareness on housing maintenance issues. Such information/workshop notices will be posted at all public institutions.



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SECTION 4 - DECLARATION AND CONSENT

I, WE, declare that all the information in this application is true and complete

I, WE, declare that the renovation, repairs or maintenance requested in this form are from the natural wear and tear of the house or have been vandalized or broken into in which case a RCMP report will accompany this form; and

I, WE, declare and acknowledge that all Band Housing Units and Section 95 Housing Units are considered property and assets of Yellow Quill First Nation and that any damages and or repairs for which are requested in this request form are not from any negligence to the housing unit caused from myself, or any occupants of my assigned unit, and/or any guests.

Name of applicant

Signature of Applicant

Date

Name of Co-Applicant or Spouse

Signature of Co-Applicant or Spouse

Date

For Office Use Only	
Date Application Received:	
Received By: (Name & Title)	
Date entered into database	