

## F.A.Q.

**Q4.** Why do I have to provide medical information from my doctor or nurse practitioner to be on the waitlist?

**R4.** Independence is one of the criteria for eligibility at AVENS. This criteria is consistent with an individual who is assessed at no higher than Level 1 on the “Levels of Service Needs in Continuing Care” published by GNWT.

**Q5.** Is the process fair and equitable?

**R5.** The application process has been reviewed and approved by external sources and will be audited by an independent accounting firm.

**Q6.** What is my ranking on the waitlist?

**R6.** Your ranking on the waitlist will be communicated to you on a yearly basis. Your ranking for a subsidized unit is subject to change based on the “need” scores of other applications received. You may inquire at any time as to your ranking.

**Q7.** What if my financial, medical, or other factors change while on the waitlist?

**R7.** You are responsible to provide any significant information changes that may affect your application. Upon receipt, and if you are applying for a subsidized unit, the CEO Executive Assistant will forward information to the Housing Committee for re-scoring your application (using the confidential numerical identifier code to ensure your identity is protected).

## Housing Committee

The Housing Committee is composed of members from AVENS Management Team and an Independent Industry Expert. The role of the Housing Committee in the Application Process is to review and score the applications determining the priority of each applicant on the waitlist.

Other Housing Committee duties include but are not limited to update the Housing Policies, Processes, Procedures, Handbook and review tenants’ requests.

AVENS CEO provides oversight on the Committee activities and decisions.

### Vision

Seniors have access to a safe and caring community for life.

### Mission

AVENS delivers quality services in a safe and respectful manner to support residential living choices for seniors.

### Values

Respect | Dignity | Collaboration |  
Accountability | Integrity

For more information, visit our website or feel free to contact us. It will be a pleasure to answer all your questions.



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# Independent Living Application Process for Seniors



**AVENS**  
**A COMMUNITY FOR SENIORS**



## Accommodation type

Aven Court: Four-plex independent seniors 1-bedroom housing units.

Aven Ridge: Duplex independent seniors 2-bedroom housing units.

**Core Need Income Threshold (CNIT)** - the income threshold amount that a household must have to be able to afford the cost of renting suitable shelter, as calculated from time to time by CMHC.

**Subsidized Unit (designated)** – a housing unit occupied by an individual or individuals with income at or below the CNIT, and for which the rent is based on a percentage of the household's income.

**Non-Subsidized Market (non-designated)** – a housing unit which has no income requirement for tenancy, and for which the rent is fixed by AVENS.

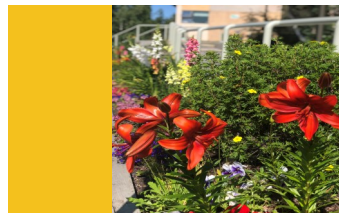
## Application Documents

- ⇒ Application Form
- ⇒ Medical Information Document
- ⇒ Canada Revenue Agency Notice of Assessment for previous Taxation year
- ⇒ Statement of Net Worth (designated / subsidized units only)
- ⇒ Criminal Record Check (upon notification of upcoming unit)

## Application Process

Housing Application Process:

1. Applicants to submit all required application documents.
2. AVENS CEO Executive Assistant will conduct a preliminary assessment of the application to determine eligibility for a subsidized or non-subsidized unit.
3. Eligible non-subsidized applicant's priority on the waitlist is determined by date of receipt of application.
4. Eligible subsidized applicant's priority on the waitlist is determined by an established blinded scoring criteria exercise.
5. All subsidized applications will be assigned a numerical identifier code to protect the applicant's identity.
6. The scoring criteria exercise will be conducted by at least 3 members of the Housing Committee.
7. Applicant's information will be kept secure at all times as per AVENS protocols on information and privacy and health-specific privacy legislative / regulations. Information will be destroyed once the applicant is offered a unit or withdraws from the waitlist.
8. Applicants are required to update information annually and will be notified annually of their position on the waitlists.



## F.A.Q.

**Q1.** Is there a wait list for AVENS Independent Housing Units?

**R1.** Yes - there is a wait list for both subsidized and non-subsidized market units. The Court has 24 subsidized units and the Ridge has 5 subsidized and ONLY 3 non-subsidized market units.

**Q2.** How does the waitlist work?

**R2.** To be placed on either the non-subsidized or subsidized waitlists, the applicants must first meet the eligibility requirements of citizenship, residency, age, independence, and suitability.

While non-subsidized priority is based solely on application date, priority for subsidized units is determined by "need" which includes factors surrounding financial, health and safety, and suitability well-being.

Applicants for subsidized units must also have a household income that is at or below the CNIT determined by the GNWT.

**Q3.** If I am already eligible for a subsidized unit, why am I required to submit my net worth information?

**R3.** Information on net worth is considered as one of the factors for the ranking exercise to help determine need.

Note: Net worth is not used for eligibility.