

THE GUIDE for applicants

APPLICATION PROCESS FOR
HOUSING STEP BY STEP



SOCIÉTÉ IMMOBILIÈRE
REGROUPEMENT
DES CENTRES D'AMITIÉ
AUTOCHTONES DU QUÉBEC

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About SIRCAAQ

The mission of the Société immobilière du Regroupement des centres d'amitié autochtones du Québec (SIRCAAQ) is to collectively provide and develop innovative and sustainable solutions for community real estate infrastructure in order to contribute to the well-being of Indigenous peoples.

SIRCAAQ's community living environments directly respond to the recommendations of the Viens Commission (2019) as **solutions to housing** and **school retention issues**.

The Ministry of Higher Education (MES) called on the expertise and in-depth knowledge of the needs of Indigenous people in urban areas of the Regroupement des centres d'amitié autochtones du Québec (which is creating its own real estate company) to develop and manage community housing infrastructure that is:

- Designed for Indigenous people, by Indigenous people;
- Culturally rooted;
- Affordable;
- Safe.

Our team is committed to supporting you in your life project, working closely with Indigenous Friendship Centers, the Regroupement des centres d'amitié autochtones du Québec (RCAAQ), and all partners of the Mouvement des Centres d'amitié autochtones du Québec.

About the Applicant's Guide

The purpose of this guide is to explain clearly and simply the process for applying for student housing, the criteria to be met, and the steps to be taken. It is intended for both students and those who accompany them through the process.

The application process

👉 Step by step

Here is how the housing application process works, from submission to allocation:

1. Submitting your housing application 📄

Your housing application is submitted **online**. Once we receive it, we will open a file in your name. The leasing agent responsible for the tenant experience will contact you by email and phone within a few days.

2. Verification of eligibility criteria 🔍

We will validate whether your application meets the basic criteria (see page 11).

3. Collection of required documents 📁

You will need to provide the necessary documents to complete your file, such as proof of enrollment in school, proof of school attendance, a provincial tax notice, etc. You will find a complete list of the documents to be provided. Additional documents may be requested depending on your family situation. (see pages 7 to 9).

4. Individual or family meeting 🗣️

A short meeting is organized with our staff to better understand your study plans and background. You will also be able to visit the living environment and accommodation during this meeting.

5. Evaluation and weighting of your application 🔍

Your application will then be weighted according to established policies and criteria in order to assign it a fair score.

6. Analysis by the selection committee 🔍

The SIRCAAQ selection committee will review your application and decide on its eligibility.

7. Approval by the board of directors 📄

Decisions are validated by the SIRCAAQ board of directors.

8. Communication of the decision 🔔

You will receive an official response confirming whether your application is eligible or not, as well as your position on the waiting list.

9. Housing allocation ✅

When housing that matches your profile becomes available:

You will receive an official housing offer; you will have **7 days** to accept or decline the offer.

STEP 1

Complete and submit your application



Go online to: sircaaq.ca/request-housing



1. Click on the *Request Housing* button



2. Click on the *Request Housing* button



3. Click on the *Request Housing* button



STEP 2

Provide all your documents

For two specific purposes

-  Obtaining your housing
-  To receive a supplementary rent subsidy (PSL)

It is important to note that:

- The **admissibility of your application is subject** to several **criteria** listed on page 11 of this guide.
- Your eligibility for housing and/or your place on the waiting list takes into account your family situation and other criteria that determine the priority of your application. **A complete housing application does not guarantee that you will be allocated housing.** However, your name will be placed on the waiting list. See the detailed weighting criteria on page 12 of this guide.
- Your eligibility for the housing subsidy (PSL) depends on the total income of the HOUSEHOLD (all occupants) and the supporting documentation provided. The documents sent must be photocopies or scanned versions of the original documents.
- If one or more of the required documents are missing or incomplete, this will delay the processing of your application.



Good to know

If your income is too high and makes you ineligible for the housing subsidy, you may STILL receive a favorable response as long as the eligibility criteria and maximum income thresholds are met.

List of documents to provide

AND WHAT IS IT FOR? 🧐

DOCUMENTS TO PROVIDE	USED TO DETERMINE THE ELIGIBILITY OF THE APPLICATION	USED TO DETERMINE ELIGIBILITY FOR THE PSL
1 Indian status card (number)		
2 Health insurance card OR driver's license OR Canadian passport OR birth certificate		
3 Official proof of enrollment in a post-secondary educational institution		
4 PROVINCIAL income tax return 2025 (previous tax year)		
5 Notice of assessment (for the applicant and ALL adults in the household)		
6 Income statements attached to the return (Relevé 1, T4, and other income)		
Also provide these documents if you have dependent children (in your care) who will be living with you.		
7 Birth certificate for each child		
8 Custody and/or child support order for each child (if you are separated)		

DOCUMENTS REQUIRED

1. Indian status card (mandatory)



2. One of the following forms of identification



HEALTH INSURANCE CARD



DRIVER'S LICENSE



CANADIAN PASSPORT



BIRTH CERTIFICATE

3. Your proof of enrollment

Your proof of enrollment and/or proof of admission to a post-secondary educational institution. Only an official document from the educational institution is acceptable, such as a certificate of attendance.

DOCUMENTS REQUIRED

4. Your 2025 PROVINCIAL tax return and those of other adult members of your household



5. Your 2025 PROVINCIAL Notice of Assessment NOA



Montant déclaré	Montant assésé	
114 Pensions de retraite de la retraite	7 304,33	7 304,33
116 Pensions de retraite de la RPP	214,20	214,20
148 Revenu de l'emploi ou de l'activité professionnelle	10 729,29	10 729,29
149 Revenu total	18 987,82	18 987,82
276 Revenu net	18 987,82	18 987,82
285 Déductions pour certains revenus	- 10 729,29	- 10 729,29
286 Revenu imposable	7 929,29	7 929,29
301 Montant personnel de base	10 000,00	10 000,00
302 Montant assésé sur l'impôt de l'impôt pour personnes	5 047,00	5 047,00
377 Montant des lignes 308 à 376	80 578,00	80 578,00
377.1 Montant de la ligne 377 multiplié par 15 %	3 086,85	3 086,85
388 Crédits d'impôt non remboursables	- 3 086,85	- 3 086,85
407 Impôt sur le revenu imposable	1 180,76	1 180,76
408 Crédits d'impôt non remboursables	- 3 086,85	- 3 086,85
402 Impôt	0,00	0,00
476 Montant assésé	0,00	0,00

6. The statements attached to your tax return.



EXAMPLE: STATEMENT 1 (EMPLOYMENT INCOME)



EXAMPLE: T4E (employment insurance benefits and other benefits)

Good to know



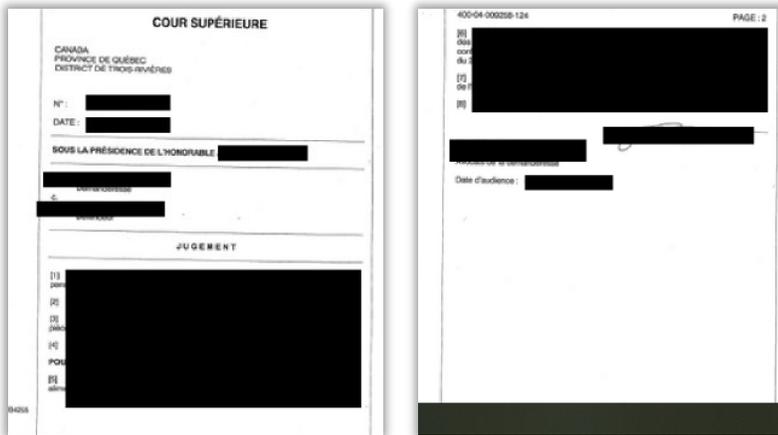
The statements you will need to provide for your PSL application may differ from those of another applicant. It all depends on the income you reported when you filed your tax return.

DOCUMENTS REQUIRED (continued)

7. Birth certificate for each child



8. Custody/child support order (if you are separated)





Eligibility criteria (mandatory)

For your application to be reviewed, **the following four criteria must be met.**

1. Indigenous status

The applicant must be a recognized member of a First Nations or Inuit community.

2. Enrollment in postsecondary education

👉 You must be enrolled or in the process of enrolling in a program: college (DEP, AEC, DEC); university.

👉 Applications related to adult general education or online education are subject to a thorough review of the study plan. A high school diploma (DES) is required.

3. Age

You must be 18 years of age or older at the time of application.

Applicants aged 16 and over may be accepted under certain conditions

- High school diploma obtained;
- Support from a legal guardian or family member is required, or you must be emancipated under the law.
- A credit check of the endorser may be required.

4. Maximum income

Your annual income must meet the maximum threshold established by the Société d'habitation du Québec (SHQ) for subsidized housing or housing with rent supplements. For more information, see [the PDF entitled "Maximum Income Appendix 4."](#)



How applications are prioritized and weighted

Once your application has been deemed eligible, it is evaluated and weighted according to the following criteria in order to establish the order of priority on the waiting list.

- 🎓 Study plan
- 💰 Socioeconomic and family situation
- 🏠 Importance of the living environment for academic success
- 🤝 Participation in community life
- 👉 In the event of a tie, the date and time of application submission will be used to decide between candidates.

The waiting list: what you need to know

Eligible individuals are placed on a waiting list. Offers are made in order of priority when a dwelling that matches the size of the household becomes available. If you are not immediately available, your name may remain on the list.

An application may be removed from the list if:

- you request it;
- it is impossible to contact you;
- you no longer meet the criteria;
- you refuse housing without a valid reason;
- the information provided is false, incomplete, or out of date.



Good to know

Eligible applications are valid for **one (1) year** and can be renewed annually.