



**Unitarian House of Ottawa**  
 We call it home  
**Maison unitarienne d'Ottawa**  
 C'est notre chez-nous

For office use only:	
Fee Received:	_____
Entered into computer:	_____
Receipt Letter Sent:	_____

**Retirement Residence**  
**Application Form**

I/we are applying for:  
 Retirement Residence - Bedsitting Room   
 Retirement Residence - 2 Room Suite

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) of Birth (D/M/Y): \_\_\_\_\_

Name of primary contact if different than above & relationship:  
 \_\_\_\_\_

Phone number: \_\_\_\_\_

**As there is no way of knowing how quickly your name will rise to the top of our Waiting List, by returning this application you are stating that you are ready to move to Unitarian House as soon as accommodation is offered.**

After accommodation has been offered you will be given a grace period of 2 business days to make your decision. If you have not contacted us with your decision at the end of the 2<sup>nd</sup> business day, we will move on to the next applicant on the waiting list.

If accommodation is declined, applicants will have two additional refusals (a total of three refusals) before being removed from the list.

**Please include the \$25 annual fee with your application.** Following your initial application, you will receive a renewal letter each year. The renewal form and fee must be returned each year to maintain your place on the Waiting List. We do not accept renewals until this letter has been sent.

Admission to Unitarian House will be guided by three criteria: seniority on the applicable Waiting List, suitability to the type of accommodation being offered and the willingness of residents to share interests and actively participate and volunteer as a member of the Unitarian House Community.

**Signature of applicant(s):** \_\_\_\_\_

**Date of application (D/M/Y):** \_\_\_\_\_

Privacy Statement: Unitarian House does not sell, or make available, information about applicants without the consent of the individual(s). Personal information is maintained in a secure database and is reviewed annually.

**Unitarian House of Ottawa – 20 Cleary Avenue, Ottawa, Ontario K2A3Z9 – 613-722-6690**