



Linden Place
Government Subsidized Rental Housing

Tenant Information Handbook



WELCOME TO YOUR HOME

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Introduction

Steinbach Housing Inc. is a private, non-profit organization, which was conceived in the late 70's by a number of individuals who saw the need to provide safe, adequate, and affordable housing for the seniors in the Steinbach area. After much deliberation and many meetings, twelve (12) churches formed a non-profit organization with each church being represented by one board member. Today, many of those churches are still represented on the board of Steinbach Housing Inc.

The first project was Phase I on Fernwood Place, which is the north wing, and was completed in 1982, a six-story building with 68 suites. Phase II, the south wing, was added in 1986, and also consisted of 68 suites.

The third building phase was Linden Place, built in 1990, consisting of 33 Rent Geared to Income suites.

Today Steinbach Housing owns and operates these two projects with subsidy from the Provincial government. Since the waiting lists tend to be quite long, applicants are encouraged to contact the office for an approximate wait time.

Mission Vision Values

To provide safe, adequate and affordable, independent housing in a Christian environment, for the seniors in the Steinbach area.

APPLICATIONS

People interested in applying at Linden Place can apply at the Fernwood Place Office located at **303 Third Street** or at Woodhaven Manor located at **177 Woodhaven Avenue**, or online at **www.steinbachhousing.ca**.

Applicants are responsible for ensuring contact information is updated by contacting the Director of Housing at **204-326-2002**.

Accommodations

Linden Place is located in downtown Steinbach and thus provides walking access to banks and pharmacy, as well as many other businesses and restaurants. It is beautifully landscaped for the enjoyment of the tenants. The six-story building contains 33 suites, three of which are wheelchair accessible. The building is constructed of steel and concrete, which provides maximum safety in case of fire, and provides a quiet environment for our tenants.

The six-story facility includes:

- 33 Rent-Geared-to-Income suites comprised of one-bedroom apartments
- On-site Tenant Resource Coordinator
- A large Multipurpose Room, complete with kitchenette
- Laundry facilities on three floors
- Garbage drops on each floor
- On-site mailboxes and postal delivery
- Telephone entry system
- Security lighting and camera surveillance system
- All suites are Manitoba Housing subsidized and rent is paid according to income level and the formulas set by Manitoba Housing

Suite Information

MONTHLY FEES

Payment is due on the first day of each month and may be paid via:

- Pre-authorized payment plan
- Monthly or post-dated cheques
- Cash (receipts issued as requested)

Rent receipts are printed annually. Requests for duplicate receipts are subject to a \$10 per request fee.

UTILITIES AND COSTS

The Landlord pays directly for suite-specific goods and services, including but not limited to:

- Sewer/water
- Heat/Electricity
- Repairs and replacements of electrical outlets
- Fluorescent light bulbs and their replacement

The tenant pays directly for suite suite-specific goods and services, including but not limited to:

- Light bulbs and their replacement
- Housekeeping (suite-specific)
- Insurance (suite content & liability)
- Window cleaning (interior)
- Enrollment in the bulk cable package is mandatory. The cost is added to the monthly rent

Linden Place Floor Plans



1: Bedroom
1: Bathroom

574 SF



1: Bedroom
1: Bathroom

574 SF



1: Bedroom
1: Bathroom

559 SF



1: Bedroom
1: Bathroom

559 SF



1: Bedroom
1: Bathroom

565 SF



1: Bedroom
1: Bathroom

565 SF

General Information

MAINTENANCE

Requests for maintenance services during regular business hours can be made by calling 204-326-2002 or 204-326-9898. All maintenance requests are logged into an electronic database and will be addressed in order of priority.

If there is a maintenance emergency after regular business hours, call maintenance on-call number at 204-380-4181.

Medical emergencies should be directed to 9-1-1.

COMMON ROOM RENTALS

Linden Place has a common room that is available for rent by the tenant. See the Tenant Resource Coordinator for more information on how to book this room.

CONGREGATE MEAL PROGRAM

Linden Place offers a meal on every Tuesday and Thursday. Monthly meal calendars will be distributed to tenants so meals can be chosen in advance. Tenants will be invoiced monthly for their meals. The cost per meal is \$8.50 (subject to change). Cancellations require 24 hour notice.

TENANT RESOURCE COORDINATOR (TRC)

The TRC organizes programming for tenants and assists with tasks such as arranging transportation, foot care, haircare, flu clinic, volunteers, etc.

Monthly newsletters are distributed to tenants and posted on the bulletin board, including a program schedule for the month.

Upon moving into Linden Place, the TRC will contact all new tenants and meet with them to discuss programming, fire plan and services offered.

TENANT INSURANCE

Many tenants are unaware that the insurance carried by the building owners does not provide any insurance coverage to you. The following are some of the major reasons to carry Tenant Insurance:

- Our insurance will not cover your personal belongings.
- Your furniture, electronics, clothing & other valuable belongings will not be protected without your own Tenant's Package Policy.
- You are not protected against personal liability should you cause damage to the building or a neighbor's property, e.g. you are responsible for water damage which starts in your suite, as a result of your negligence, and spreads to neighboring apartments causing property damage.
- In the event that your apartment becomes uninhabitable due to an insured loss, most Tenant's Package policy will pay for additional living expenses incurred by you, including moving expenses, so that you may maintain your current standard of living while the damage is being repaired.

POLICIES/HOUSE RULES

Linden Place has Tenant Policies and House Rules that provide clarification on matters related to tenancy. If you have specific inquiries related to a topic, please contact the Director of Housing at **204-326-2002**.



Linden Place Applications



Linden Place – A Steinbach Housing Partner

SUBSIDIZED APPLICATION FOR HOUSING

Name of Applicant(s): _____

Street Address: _____

Town/City: _____ Postal Code: _____

Phone Number: _____

Date(s) of Birth: _____

Contact Person (if applicant unavailable): _____

Total Annual Household Income: _____

Do you require a parking space: Yes _____ No _____

Room Preference: _____

Comments: _____

Signature: _____ Date: _____

Please Return to:

Linden Place, 260-1st Street Street,
Steinbach, MB R5G 1K2

or Bring to

Woodhaven Manor, 177 Woodhaven Ave, Steinbach

Linden Place

RENTAL HOUSING

Tenant Information Handbook

260-1st Street
Steinbach, MB
R5G 1K2

Phone: 204-326-2002

Fax: 204-346-5007

www.steinbachhousing.com

