



APPLICATION FOR RENTAL ACCOMODATION

Instructions

1. Please print all information in ink, and return to the address below:

GEORGIAN BAY NATIVE NON-PROFIT HOMES INCORPORATED

Unit #15, 78 – A Bowes Street
Parry Sound, ON
P2A 2L7
Tel: 705-746-6042
Fax : 1-888-636-1833

2. If you require help in completing this application, please contact our office.

A. Applicant

First Name

Last Name

Social Insurance Number: ____/____/____

Date of Birth: ____/____/____

Sex: Female Male

Address:

FR# _____ Street _____ Apartment No. _____

City/Town _____ Prov. _____ Postal Code _____

Home Phone #: () _____ Cell Phone #: () _____

Work Phone #: () _____ Contact in your Absence: _____
Name Phone#

Status in Canada (Check one)

Canadian Citizen Landed Immigrant Refugee Claimant

Person to act as interpreter (optional):

Name: _____ Telephone Number: () _____

For Office Use Only

Date and Time Application Received: _____

B. Co-Applicant

First Name: _____ Last Name: _____

Social Insurance Number: ____/____/____ Date of Birth: ____/____/____
DD MO YYYY

Sex: Female Male

Address: Same as Applicant Yes No (If No, provide address below).

FR# _____ Street _____ Apartment No. _____

City/Town _____ Prov. _____ Postal Code _____

Home Phone #: () _____ Cell Phone #: () _____

Contact in your absence: _____
Name _____ Phone # _____

Relationship to Applicant: _____

C. List ALL Other Persons to Live in Accommodation Applied For:

<u>First Name</u>	<u>Last Name</u>	<u>Date of Birth</u>	<u>Sex</u>	<u>Relationship to Applicant</u>

Is a baby expected? Yes No If "Yes" date expected: _____

D. Current Tenancy Information:

Name of Landlord: _____

Address: _____

Phone Number: _____

E. Present Location of Other Persons:

Do all household members/children live with you? Yes No

If "No" give address and reason for separation.

F. Previous Landlord History:

Appl.	Co-Appl.	Address	City	From	To	Landlord's Name	Landlord's Phone #

G. Previous Tenancy in Subsidized Rental Accommodation in Ontario:

Have you or any other persons listed on this application lived in subsidized rental accommodations in

Ontario: Yes No

If "Yes" please give the name of person, subsidized address and occupancy dates:

Name: _____ Address: _____ Occupancy Dates (mm/yyyy)
From: _____ To: _____
/ /

H. Statement of Assets (Owned by all Persons)

Assets	Applicant	Co-Applicant	Others on Application
Savings Accounts (Bank, Trust Co., Credit Union)	\$	\$	\$
Chequing Accounts (Bank, Trust Co., Credit Union)	\$	\$	\$
Stocks, Bonds, GIC's, Debentures and other Securities	\$	\$	\$
RRSP's, RESP's, and Annuities	\$	\$	\$
Business Assets (e.g. Partnership, franchise, self-employed)	\$	\$	\$
Mortgages or Loans OWED to you	\$	\$	\$
Monies Owed to You or Other Persons Listed on Appl. (over \$500.00)	\$	\$	\$
Real Estate – house, cottage, vacant land	\$	\$	\$
Rent Revenue	\$	\$	\$
Other Assets (Specify)	\$	\$	\$
Total Assets	\$	\$	\$

I. Statement of Gross Monthly Income (before deductions) received by all persons/family members applying to live in the accommodation. (Please refer to last page for examples of income).

Assets	Applicant	Co-Applicant	Others on Application
Old Age Security (OAS)	\$	\$	\$
Guaranteed Income Supplement (GIS – Federal)	\$	\$	\$
Guaranteed Annual Income Systems (GAINS-Provincial)	\$	\$	\$
Canada Pension Plan (CPP)	\$	\$	\$
Canada Pension Plan Disability – (CPP-D) or Spouses Allowance	\$	\$	\$
Ontario Works (OW)	\$	\$	\$
Ontario Disability Support Program (ODSP)	\$	\$	\$
Workplace Safety Insurance Board – WSIB/other Disability Pensions	\$	\$	\$
Veteran's Affairs Allowance	\$	\$	\$
Employment Income (salary, overtime, bonuses, commissions etc)	\$	\$	\$
Employment Insurance Benefits	\$	\$	\$
Self-employment Income	\$	\$	\$
Spousal Support, Alimony, Separation Payments	\$	\$	\$
Child Support	\$	\$	\$
Child Tax Credit (CTC) and National Child Benefits (NCBS)	\$	\$	\$
Universal Child Benefit (UCB)	\$	\$	\$
Pensions, Benefits and Annuities – Private	\$	\$	\$
Pensions – Other Countries	\$	\$	\$
GST	\$	\$	\$
Interest Earned on RRSP's and RESP's	\$	\$	\$
RRIF Payment	\$	\$	\$
Other Income – Specify	\$	\$	\$
Total Income	\$	\$	\$

J. Housing Preferences – Apartment/Townhouse size:

1 Bedroom 2 Bedrooms 3 Bedrooms 4 Bedrooms

I/We will accept only a ground floor unit or one serviced by an elevator. Yes No

Do you require a fully modified wheelchair unit? Yes No

Do you require a wheelchair accessible unit? Yes No

I/we are willing to pay market rent? Yes No

K. Additional Requirements (Optional)

Please check one or more of the boxes that apply to you or other persons listed on the application:

I/We currently live in or recently moved from an abusive relationship.

If you check this box; other information will be required to verify the abuse.

Please provide an address and phone number that is safe for us to use to contact you.

Address: _____

Phone Number: _____

I/We have no permanent address (e.g. live in a hostel, on the street, etc.)

Please specify: _____

L. Additional Comments (Optional)

M. Consent to Collect, use and Disclose Personal Information and Declaration

Please read the terms of this consent and declaration carefully. We cannot process your application unless every person who is 16 years or older who is going to live in the unit accepts the following terms and signs where indicated.

1. I/we understand that Georgian Bay Native Non-Profit Homes Incorporated along with the housing providers listed in my/our application for rent-geared-to-income (“RGI”) assistance are permitted under the Housing Services Act, 2011 (the “HSA”) to collect personal information about me/us in accordance with the HSA to determine my/our initial eligibility for housing accommodation and RGI assistance and for continuing review, monitoring and updating of my/our application and eligibility for housing accommodation and RGI assistance, and for other related purposes.
2. I/we consent to the disclosure to Georgian Bay Native Non-Profit Homes Incorporated and the housing provider of any personal information and documents required by the Housing and Community Services and the housing provider for the purpose of processing my/our application for RGI assistance and to determine, verify and monitor:
 - a. my/our initial and ongoing review of eligibility for RGI assistance and/or special needs housing;
 - b. the size and type of unit for which I/we are eligible to receive RGI assistance ;
 - c. my/our placement on waiting lists;
 - d. how much rent assistance are we eligible to receive;
 - e. any other consistent purposes not prohibited by law.
3. I/we permit Georgian Bay Native Non-Profit Homes Incorporated and the housing provider to share my/our personal information, without any further notice to me/us, as necessary with: the Ministry of Municipal Affairs and Housing; the Social Housing Services Corporation; other municipal service managers or district social services administration boards or lead agencies as defined under the HSA and each person or organization providing services by contract to any of them; agencies that assist in providing affordable housing through coordinated access; and with social services agencies, for the purpose of making decisions or verifying my eligibility for assistance under the HSA, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, the *Day Nurseries Act*, or as authorized by an agreement under the HSA for the purpose of administering or enforcing the Act.
4. I/we permit Georgian Bay Native Non-profit Homes Incorporated to obtain information about me/us from the Rent Check Credit Bureau to determine eligibility for rent-geared-to-income housing.
5. I/we understand that Georgian Bay Native Non-Profit Homes Incorporated may disclose information about me/us to a credit Bureau, and to persons with whom we currently have, had in the past, or propose to have financial or residential rental dealings, or if you believe disclosure is required by law, to help establish credit/rent payment history and to support the credit approval process.
6. I/we understand that Georgian Bay Native Non-Profit Homes Incorporated may disclose information about me/us to a credit collection bureau for the purpose of collecting rental arrears.
7. I/we understand that Georgian Bay Native Non-Profit Homes Incorporated may disclose information about me/us to a provincial social housing arrears database that will be accessible to other social housing providers in the Province of Ontario for the purpose of verifying social housing arrears.
8. I/we understand that any of my/our personal information given by Georgian Bay Native Non-Profit Homes Incorporated and/or the housing provider to a government or body mentioned about in paragraph 3 is confidential and that it will only be disclosed in accordance with the HSA and its regulations.
9. I/we understand that any inquiries about my/our personal information make take the form of electronic data exchanges.

Declaration

I/we declare and fully understand that:

- By signing below I/we acknowledge that I/we have read and understood the terms of the **Consent to Collect, Use and Disclose Personal Information** set out above and that I/we consent to Georgian Bay Native Non-Profit Homes Incorporated and the housing providers listed with in this application obtaining, using, disclosing and sharing my/our personal or other information and documents as necessary, without further notice to me/us, as specified in paragraphs 2, 3, 4, 5, 6 and 7 of this consent.
- Everything I/we have written in this application is true and I/we have not withheld or omitted any information required
- If any information in this application is incorrect, I/we may become ineligible for RGI assistance. If the information error is not discovered until after I/we are housed, I/we may become ineligible for RGI assistance and my/our RGI assistance terminated.
- I/we must inform Georgian Bay Native Non-Profit Homes Incorporated of any changes to a document or information provided to the Parry Sound District Housing Corporation or a housing provider within 30 business days after the change. If I/we do not report a change I/we will become ineligible for RGI assistance and my/our name(s) removed from the waiting list.
- Only the people listed on this application may live in the RGI unit.
- Each member of my/our household is a Canadian citizen or has made an application for status as a permanent resident or a claim for refugee protection in the *Immigration and Refugee Protection Act* (Canada).
- I/we must repay or arrange to repay any money I/we owe to any housing provider.
- No member of my/our household has, within the last two years, been found guilty in a court of law or at the Landlord and Tenant Board of an offence related to RGI assistance and/or misrepresenting income in order to receive RGI assistance.
- It is an offence under the HSA to obtain or assist a household member to obtain RGI assistance for which they are not entitled. This offence carries a fine and/or imprisonment as well as prohibition from re-applying for RGI assistance for a minimum of two years.
- If information in this document is missing, incorrect or false, Georgian Bay Native Non-Profit Homes Incorporated and/or housing provider may cancel my/our eligibility for RGI assistance and request my/our household to reimburse the RGI assistance paid on behalf of my/our household.

Signatures of Household Members over the Age of 16 Years

*If a member of a household who is 16 years of age or older is unable for any reason to sign this form, or give a valid consent, one of the following persons may sign on his/her behalf: the persons parent or guardian, an appointed individual with power of attorney to make the application and to give consent on behalf of the person, or someone who is authorized by the person to make the application and give consent. ***

1. _____ Applicant (Print)	_____	_____
	Signature	Date
2. _____ Spouse/Co-Applciant (Print)	_____	_____
	Signature	Date
3. _____ Household Member 16 Years or Older (Print)	_____	_____
	Signature	Date
4. _____ Household Member 16 Years or Older (Print)	_____	_____
	Signature	Date

** If someone signs on behalf of a household member, proof is required that the person meets one of these qualifications.

NOTICE WITH RESPECT TO THE COLLECTION OF PERSONAL INFORMATION
(Municipal Freedom of Information and Protection of Privacy Act)
Personal Information Protection and Electronics Act (PIPEDA)

Personal information provided within this application or any attachments to it is collected by Georgian Bay Native Non-Profit Homes Incorporated and/or the housing provider, under the authority of the Housing Services Act, and will be used only as set out in this form. Questions or concerns about the collection, use or disclosure of personal information, should be directed to the Property Manager at Georgian Bay Native Non-Profit Homes Incorporated, 78 – A Bowes Street, Parry Sound, Ontario, P2A 2L7, or by telephone (705) 746-7166.

Definition of Income

Income means all income, benefits and gains of every kind from every source including, but not limited to the following:

- a) gross salaries, wages, overtime, payments, commissions, bonuses, tips, gratuities;
- b) grants, scholarships or bursary payments;
- c) the greater of the net income from the business or the total withdrawals from the business as personal salary or the other benefits of anyone who is self-employed in a business;
- d) the gross amount of Employment Insurance Benefits;
- e) the gross amount of Worker's Safety Insurance Board or other industrial accident insurance payments made because of illness or disability.
- f) the gross amount of any old age security, federal guaranteed income supplement and spouses allowance and financial assistance under the Ontario Guaranteed Annual Income Supplement (GAINS).
- g) the gross amount of every kind of pension, allowance, benefits and annuity whether from a federal, provincial or municipal government of Canada or any level of government of any other country or state or from any other source;
- h) the gross amount of alimony, separation, maintenance, or support payments;
- i) the gross amount of gains from investments including interest or dividends, stocks, shares and other securities and where the actual income can not be determined, an imputed rate of return set by Georgian Bay Native Non-Profit Homes Incorporated from time to time;
- j) the gross interest income from saving or chequing accounts in a bank, trust company, or credit union;
- k) the gross amount of interest earned or payable from bonds, debentures, term deposits or investments, certificates, mortgages, lump sum payments or other assets;
- l) and imputed income equal to the total appraised value of all assets which do not produce interest income multiplied by a rate of return set by landlord from time to time

"Gross Household Income" means the aggregate income of:

- 1) the Tenant and every person residing in the leased premises;
- 2) every Tenant on the Lease temporarily resident elsewhere;

"Spouse" means two persons who:

- 1) are married to one another or who represent that they are married to one another; or
- 2) not being married to one another evidence an intention cohabit in a relationship of permanence or represent that they intend to do so.

Examples of Possible Sources of Income

Employment

- Full-time
- Part-time
- Irregular
- Casual
- Bonuses
- Seasonal
- Odd Jobs
- Shift Bonuses
- Yearly or Seasonal
- Separation/Vacation Pay
- Cost of Living Bonuses
- Overtime Earnings
- Commission
- Tips and Gratuities
- Disability Pay
- Sickness Pay
- Income protection

Self-Employment: Tutoring Music Teaching Child Care Taxi Babysitting Business

Pensions and Allowance

- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Guaranteed Annual Supp. (GAINS)
- Social Security (other countries)
- Widow's Pension
- Private Pension
- Quebec Pension Plan (QPP)
- Canada Pension Plan (CPP)
- Disability Pension
- Company Pension
- Public Service Pension
- Civilian War Pension
- War Veteran's Allowance (D.V.A)
- War Veteran's Allowance (other countries)
- Military or Militia or Civil Defense Allowance

Other

- Worker's Safety Insurance Board Payments
- Insurance Payments
- Provincial or Municipal Payments
- Unemployment Insurance Commission Payments
- Support from relative or other sources
- Payments under Compensation for Victims of Crime Act
- Mortgage Income
- Payments from Children's Aid Society or Catholic Children's Aid
- Alimony Payments
- Support Payments (for Spouse for child)
- One-time lump sum payment
- Payments from Official Guardian or Public Trustee

Income Producing Assets

- Farm Property which produces income
- Real Estate (residential, commercial, farmland, cottage, mobile home) which produces rental income
- Savings Account (bank, trust company, credit union), annuities
- Guaranteed Investment Certificates, stock or shares, bonds, debentures, mortgages, loans, notes, term deposits
- License which produces income (e.g. Taxi License)
- Business interest which produces income

Non-Income Producing Assets

- Life Insurance (with a cash surrender value)
- Registered Retirement Savings Plan
- Real Estate (house, condominium, cottage, commercial or vacant land) in any country
- Collection of or investments in other valuable non income producing assets
- Business interest which does not produce income