


Application for Rent Geared-To-Income Housing (*Seniors/Adults/Families*) Municipality of Chatham-Kent Housing Services

Use the checklist below to ensure you meet the requirements for Rent Geared-To-Income Housing and have completed your application to its entirety. Unsigned and incomplete applications will be returned to you and will delay your application.

To apply for Rent Geared-To-Income Housing, you must be:

- Sixteen years of age or older (**attach copies of birth certificates for all household members or the application is incomplete**)
- Able to live on your own (example: do your own cooking, cleaning, laundry, bathing) with or without supports
- You must be a Canadian Citizen/Permanent Resident or have made an application for status as a Permanent Resident or have Refugee Claimant household under the Immigration and Refugee Protection Act (Canada) where no removal order has become enforceable against any member of the household. (**Attach a copy of the Permanent Resident card, Canadian Citizenship card, Landed Immigrant papers etc. or the application is incomplete**)
- You must **not** owe arrears to any social housing provider or have been found by the Landlord and Tenant Board or a court of law to have misrepresented income in relation to the receipt of rent geared-to-income assistance
- Willing to put any house you own up for sale and sell it within six months of when you get an offer to lease

Instructions for filling out this application:

- Print all information in **black or blue pen.**
- Answer **EVERY** question. Mark a line through the space or mark it "n/a" (not applicable) in sections that don't apply to you. Add another sheet for any additional information.
- Have **ALL household members sign if they 16 years of age or over** and have them declare their income and/or provide verification that they are attending high school (for example: most recent report card or letter from the school).
- As of July 1, 2018, all **Municipally owned buildings** (along with a few other housing selections) will be **non-smoking**. This means you cannot smoke anywhere in the building, however there may be a designated smoking shelter (outside) on site at some of the locations. All non-smoking buildings are indicated on the selection form by the symbol 
- All unsigned and incomplete** applications will be returned to you. This includes documents that do not have the required documents attached.
- Attached a copy of **Birth Certificate, Permanent Resident card, Canadian Citizenship card, or Landed Immigrant papers** for all members listed on application.
- If you have children you must **attach a copy of your Child Tax Benefit** (showing the name(s) of the child(ren) or a copy of your **custody order**.
- You must report any changes in documents or information that you have provided for this application. Report changes to the CKHS office within 10 days of the change or the file may be cancelled. Examples include items such as number of family members, income, address, or phone number.
- You will need to file your income tax return in order to be eligible for RGI housing.

** Please carefully consider your housing selections. **

If you **decline 1 unit/offer**, your application will be **cancelled**.

<p>If you need help completing this application, contact the Housing staff at: Chatham-Kent Housing Services P.O Box 1296, 435 Grand Avenue West, 1st Floor Chatham, Ontario N7M 5R9 Phone – (519) 351-8573 / Fax – (519) 351-6404 Email: ckhousingervices@chatham-kent.ca For frequently asked questions, visit the website: www.chatham-kent.ca</p>	<p>OFFICE USE ONLY Date & Time Received <i>*Stamp front page only*</i></p> <div style="border: 1px solid black; height: 80px; margin: 10px auto; width: 80%; text-align: center; color: lightgray; font-size: 1.2em;"> STAMP HERE </div>
--	---

Household Member(s)

Name(s) List all members of the household	Gender Male, Female, Other (Specify)	Birthdate mm/dd/year *attach copy of birth certificates for all listed	Social Insurance Number *required for the Portable Housing Benefit Program	Citizenship Status *attach documents	Relationship to Applicant # 1 (Self, spouse, child, etc...)
Eg. John Smith	M	06/11/1953	100-200-300	Birth certificate Canadian Citizenship	If it's just you applying state "self only"
1.					
2.					
3.					
4.					
5.					
6.					
Add another sheet, if necessary.		Do you self-declare as First Nations/Inuit/Metis? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Is a baby expected? <input type="checkbox"/> No <input type="checkbox"/> Yes		What is the due date? _____ (attach copy of ultrasound picture or doctor's note or the application will be incomplete)			

"Safe" Contact Information:

Is this your address? No Yes – if no, please put c/o in front of the address

Applicant's current full address including unit # and P.O. Box # and city with postal code

"Safe" Telephone numbers where you can be reached (1) _____ (2) _____

"Safe" email address (optional): _____

Applicant's Current landlord name and telephone # _____

Alternate Contact person's name: _____ Phone #: _____

Co-applicant's current full address (if different from above): _____

Co-applicant's current landlord name: _____ Phone #: _____

Are you leaving an abusive relationship? No Yes

If "yes", how can we contact you? mail phone email

Custody/Support In order to qualify for a bedroom for your child(ren), you must have the child(ren) at least 50% of the time. **(Attach a copy of custody/support papers or copy of child tax benefit statement or a letter from your ex-spouse with details or the application will be incomplete)**

(If CK Children's Services is involved, please provide support letter.)

Does everyone who will be living with you - currently live in your present home? No Yes

Household Member(s) Income

Name(s) List all members with income who are 16 years old and over	List all Income Sources ie. Employment /alimony as well as child support and OSAP *If attending school, attach proof of attendance	List Gross Monthly Amount(s) (before deductions)
Eg. John Smith	CPP, OAS	\$957.00 \$651.00
1.		
2.		
3.		
*Add another sheet, if necessary.		

Household Member(s) Investments & Life Insurance Policy Information

Please list all investments and life insurance policies for ALL household members:

Person's name	Investment(s) - state principle amount & interest rate	Life Insurance Policy – state policy # Company name & amount of policy & cash surrender value (CSV)
Eg. John Smith	RRSP – \$1200 at 2.5 % interest	London life policy # 345345 – \$50,000 with CSV of \$800

Do you own residential property? No Yes (Please note : You must be willing to put any house you own up for sale and sell it within six months of when you get an offer to lease)

Household Member(s) Special Needs and Supports

- Can you live independently? No Yes
(are you able to do your own cooking, cleaning, laundry, bathing)
- Do you require supportive care? No Yes
(*If YES, please attach a doctor's note or a letter from your Support Agency, which outlines your requirements)
- Are you able to manage the stairs? No Yes
- Do you require a ground level unit or elevator availability? No Yes (**Dr. note NOT required**)
Explain: (for example- uses walker) _____
- Do you need a modified/wheelchair accessible unit? No Yes
(*If YES, please request and complete the "Special Needs Addendum")

Household Member(s) Previous Rental History

(THIS MUST BE COMPLETED IN FULL – if you have never rented on your own, please state in box below)

Full address (including unit # and city)	Landlord's name	Landlord's phone Number	Dates lived there mm/yyyy – mm/yyyy

Have you ever lived in social housing (receiving a subsidy or living in a market rent unit)? No Yes

Full Address (including unit # and city)	Social Housing Provider's name	Housing Provider phone number	Dates lived there mm/yyyy – mm/yyyy

If "yes" answer the following questions:

Do you owe rent arrears to any social housing providers? No Yes
(If yes, state Amount \$_____)

Were you even evicted by an "N6" order by the Landlord Tenant Board within the last 5 years?
 No Yes

*Have you obtained your Rent Smart certification? No Yes (Certificate # _____)

I/we prefer to live in the following cities (circle as many as you want):

****IMPORTANT :** Each housing provider has its own pet policy which tenants will be required to review and follow, if housed with that provider. Please carefully consider your housing selections. If you decline 1 unit/offer, your application will be cancelled.

Blenheim Bothwell Chatham Dresden Ridgetown Tilbury Thamesville Wallaceburg Wheatley

Comments: Please provide us with any other information you would like us to know in relation to your application.

DECLARATION, RELEASE AND CONSENT OF INFORMATION

I/We _____ declare that all information given in this application is correct and complete. The application and any supporting documents become the property of the Municipality of Chatham-Kent Housing Services. Copies of, and information pertaining to the application, may be shared with housing providers that I/we have selected for the purpose of processing the application including, but not limited to, determining the eligibility of the household for rent-geared-to-income assistance, determining the size and type of unit in respect of which the household is eligible to receive rent-geared-to-income assistance, determining the placement of the household on waiting lists in locations where I/we wish to live and determining the amount of rent-geared-to-income payable by the household.

If information on this application is incorrect or not true, Chatham-Kent Housing Services or the housing providers I have applied to may request additional information, may cancel my application or both and I may be prohibited from re-applying for assistance for a minimum of two years under the Housing Services Act, 2011.

A written appraisal or verification, in a form specified by Housing Services or the housing provider may be requested and is to be obtained at the household's expense. The eligibility of the household shall be reviewed once in every 12 month period or more frequently as required in order to determine whether the household continues to be eligible for rent-geared-to-income assistance. The household subject to the review shall provide such information and documents as the service manager may require within the time period specified by the service manager.

I/We agree that I/we are legal residents of Canada.

I/We understand that if rent accommodation is provided to me/us, it will be occupied solely by me/us and those persons listed on the application.

I/We understand that this application does not constitute an agreement on the part of the Municipality of Chatham-Kent Housing Services to provide me/us with rental accommodation.

Personal information contained on this form or in attachments is collected by the Municipality of Chatham-Kent Housing Services pursuant to the Housing Services Act, 2011, and associated regulations.

Pursuant to the Municipal/Provincial Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.m.56) and the Federal Privacy Act, I /we give my/our consent and authorization to the Municipality of Chatham-Kent Housing Services:

- To make enquiries, to verify the information given on this application, including a landlord and/or credit check and I/we authorize the Minister, the Housing Services Corporation, the Municipality of Chatham-Kent Housing Services, each service manager, each administrator, each housing provider, each lead agency and each person or organization providing services by contract to any of them to share with any of the following persons personal information that is in their possession and was collected under the Housing Services Act, 2011, the Ontario Works Act, 1997, the Ontario Disability Support Program Act, 1997 or the Child Care and Early Years Act, 2014, if the information is necessary for the purposes of making decisions or verifying eligibility for assistance.
- To share the information on this form and any attachments to any government or body with whom the Municipality of Chatham-Kent Housing Services has made an agreement under the Housing Services Act, 2011, without further notice to me, for the purpose of conducting research related to a social benefit program, social housing/housing services or rent-geared-to-income assistance.

Questions regarding the collection, use or disclosure of the information provided can be directed to: Director, Housing Services, Municipality of Chatham-Kent, P.O. Box 1296, 435 Grand Avenue West, Chatham, ON N7M 5R9 Phone – (519) 351-8573 / Fax (519) 351-6404.

<p>NOTE: ALL UNSIGNED APPLICATIONS WILL BE RETURNED TO THE APPLICANT. This application MUST be signed by ALL persons age 16 years old and over.</p>
--

Applicant	_____	Date	_____
Witness	_____	Date	_____
Co-Applicant	_____	Date	_____
Witness	_____	Date	_____
Other Household Member(s)	_____	Date	_____
Witness	_____	Date	_____

ADDITIONAL INFORMATION PERTAINING TO CO-OPERATIVE HOUSING

Please read and sign if you are interested in applying to live in a co-operative housing community at the following locations:

- Clairvue Housing Co-operative Inc. @ 534 St. Clair Street, Chatham
 - 1 and 2 bedroom apartments
 - 2, 3 and 4 bedroom townhouses

- Labourview Co-operative Homes, Inc. @ 74 King Street, East, Chatham
 - 1 and 2 bedroom apartments

As co-operative housing developments are run by the members who live in the co-op community, there are additional notifications applicants should be aware of when applying for a home in a housing co-op.

Therefore, in addition to the Declaration, Release and Consent of Information previously listed, we have read and understand the following which specifically apply to housing co-operatives:



- We understand that only members of a co-operative may live in a co-op housing unit and that we are required to apply for membership and occupancy rights.
- We understand that co-operative housing developments provide housing at cost to its members.
- We understand that co-ops expect members to share responsibility in running the co-op community and we agree to take part in this responsibility.
- We understand we must attend an Information Exchange Meeting with the co-op's "New Member Committee" and can become members only if the co-op accepts us. Applying does not guarantee that we will be accepted.
- We understand that co-ops are governed by the Co-operative Corporations Act of Ontario and their specific by-laws and not the *Residential Tenancies Act*
- We understand that each co-op sets its own pet policy which we agree to follow.
- We understand that there may be a fee associated with applying for a co-op






















































SIGNATURES of every person 16 years of age and over who are applying to live in a Co-op:

Must be signed if you are applying for residency in Co-op Housing

Applicant	_____	Date	_____
Witness	_____	Date	_____
Co-Applicant	_____	Date	_____
Witness	_____	Date	_____
Other Household Member(s)	_____	Date	_____
Witness	_____	Date	_____

ACCOMMODATION CHOICES

Buildings that have wheelchair accessible units are indicated by a  in the "choice" column. Buildings that are non-smoking are indicated by a  in the "choice" column. Please carefully consider your housing selections. If you decline 1 unit/offer, your application will be cancelled. Please mark an "X" in the "Choice" column for the buildings you would like to select.

Address	Tenant Pays	Beds	Choices		Address	Tenant Pays	Beds	Choices	
			 	X				 	X
Portable Housing Benefit	All Utilities	1/2/3/4							
Blenheim									
287 Talbot St. W	No utilities	1			82 Talbot St. E	No utilities	1	 	
330 Catherine St - (60+)	No utilities	1/2	 						
Bothwell									
370 Walnut Street E.	No utilities	1							
Chatham									
Northeast					Southeast				
258 McNaughton E	No utilities	1			48 Fifth St. S	No utilities	1		
43 Taylor Avenue	No utilities	1/2			85 Pine Street	No utilities	1		
6 Martina Court	All utilities	2			40 Elm St. (60+)	No utilities	1		
Hope NE Bungalow	All utilities	2/3			254 Park Ave E	No utilities	1		
Hope NE Detached	All utilities	3/4			130 Park Ave E	No utilities	1/2		
563 McNaughton Ave E.	All utilities	3			140 Park Ave E	No utilities	1/2		
					150 Park Ave E	No utilities	1/2		
					388 Park Ave E	No utilities	1/2		
Northwest					Southwest				
100 Poplar St. (60+)	No utilities	1			74 King Street E	No utilities	1/2		
99 McNaughton Ave W	No utilities	1	 		231 William Street S	Gas & Hydro	2		
50 Sandys St. (60+)	No utilities	1	 		164 King St E	All utilities	2/3		
77 Baldoon Road	No utilities	1			Hope SE – Semi - SN	All utilities	2		
805 Grand Ave West	No utilities	1			Hope SE - Bungalow	All utilities	2/3		
76 Mary Street	No utilities	1			Hope SE – TH/Det	All utilities	2/3		
150 Mary Street	No utilities	1			Southwest				
130 Sheldon Avenue	No utilities	1			Riverview Terrace - March of Dimes (60+)	No utilities	1/2	 	
16 Timmins Crescent	Hydro heat	1			65 Riverview Drive	All utilities	1/2/3	 	
Clairvue Co-Op – apt.	Gas & Hydro	1/2			340 Park Ave W	Gas & Hydro	2/3/4		
Clairvue Co-Op – TH	Gas & Hydro	2/3/4			265 Tweedsmuir W	Gas & Hydro	2/3/4		
179 Sheldon Ave	Gas & Hydro	2/3/4			40 Wedgewood Pl	All utilities	2/3/4		
Hope NW Detached	All utilities	2/3			20 Wedgewood Ave	Hydro	1		
Hope NW Bungalow	All utilities	3			Hope SW - Bung/Det/Semi	All utilities	2/3/4		
Dresden									
655 Holden Street	No utilities	1	 						
Ridgetown									
4 Marsh St (60+)	No utilities	1			9 Cecil Street	No utilities	1	 	
45 George Street	Gas & Hydro	1/2/3/4							
Tilbury									
3/5/7/9 Sunset	No utilities	Bach/1			1-7 Gladstone / 29-33 Ella	Hydro	2/3/4		
13 Oak Street	No utilities	1			11/13/15/17/19 Sunset	No utilities	3/4		
18 Canal Street	No utilities	1			30 Prospect St.	Gas & Hydro	1		
Thamesville									
149 London Rd	No utilities	1							
Wallaceburg									
109 Park St (60+)	No utilities	1			459 Murray Street	Hydro & Water	2/3/4	 	
29 Thomas Ave	No utilities	1	 		Hilda / Larkwood	Hydro only	3 / 4		
32 Thomas Ave	No utilities	1	 		Behind Hospital	Hydro only	3/4		
750 Wallace St	No utilities	1			4 Reaume Avenue	All utilities	2/3		
200 Westcourt Bl	Hydro & Water	2/3/4	 						
Wheatley									
175 Erie Street N.	No utilities	1	