

Please return completed form & supporting documentation to:

Chatham-Kent Housing Services Division

435 Grand Avenue West, P.O. Box 1296 Chatham, Ontario, N7M 5R9

Phone: (519) 351-8573 | Fax: (519) 351-6404 | Email: ckhousingervices@chatham-kent.ca

TO APPLY FOR THE RENT-GEARED-TO-INCOME PROGRAM YOU MUST:

- Be sixteen years of age or older
- Be a Canadian Citizen
- Be able to live on your own (i.e.: cooking, cleaning, laundry, bathing) with or without supports
- NOT** owe arrears to any social housing provider
- NOT** have been found by the Landlord and Tenant Board or a court of law to have misrepresented income with regards to rent geared-to-income assistance
- Be willing to put any house you own up for sale and sell it within six months of when you get offered a unit

REQUIRED DOCUMENTS THAT MUST BE ATTACHED TO THE ORIGINAL APPLICATION

Unsigned and incomplete applications will be returned to you and will delay your application.

An electronic or scanned signature on this application will be treated as an "original" agreement, signed by the applicant(s). Paper applications can be dropped off or mailed to:

Chatham-Kent Housing Services, 435 Grand Avenue West, P.O. Box 1296, Chatham ON N7M 5R9

*****Some locations are 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. Please carefully consider your housing selections as your application will be canceled if you decline 1 unit/offer.*

Please see checklist below to ensure you have attached all required documents to the application:

- Proof of citizenship: provide proof of citizenship for all household members.** Acceptable documents: birth certificate or proof of payment for a replacement birth certificate, permanent resident card, Canadian citizenship card, landed immigrant papers, indigenous status card or valid passport.
- Proof of custody for any children under 18 years of age**
Acceptable documents: custody agreement, child tax credit, OW/ODSP Eligibility Card, or a letter from Chatham-Kent Children's Services
- Proof of pregnancy**
Acceptable documents: copy of your most recent ultrasound picture including your name or a doctor's note stating you are pregnant and your due date
- Documentation of supportive care, if supportive care is required**
Acceptable documents: doctor's note or a letter from your Support Agency, which outlines your requirements
- Documentation of accessible needs, this is only if an accessible unit is required**
Acceptable documents: Chatham-Kent Housing Services Medical Form completed by your Doctor or a Doctor's note outlining your current accessibility needs.
- You must have filed your income tax to be eligible**

You must report any changes to your information within 10 business days of the change or the file may be cancelled. i.e. family members, address, contact information, income, etc...

Office use only: Date & Time Received

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Household Member(s)

Name(s) List all members of the household	Gender	Birth Date	SIN	Relationship to Applicant
i.e. John Smith	M	Nov 2, 1956	100-200-300	Self/Spouse/Child
Is anyone pregnant or expecting a child? <input type="checkbox"/> No <input type="checkbox"/> Yes What is the due date? _____ <input type="checkbox"/> Attach proof of pregnancy (see page 1 for acceptable documents)				
<input type="checkbox"/> Attach proof of citizenship (see page 1 for acceptable documents)				

In order to qualify for a bedroom for your child(ren), you must have the child(ren) at least 50% of the time.

Attach proof of custody (see page 1 for acceptable documents)

Applicant's Contact Information

Current full address including unit # and P.O. Box # and city with postal code

If you are homeless, please provide an address where your mail can be sent.

Applicant's Current landlord name: _____ Phone #: _____

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

Email address (optional): _____

If we cannot reach you, is there someone we can call to contact you

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

Co-Applicant's Contact Information

Current full address including unit # and P.O. Box # and city with postal code

If you are homeless, please provide an address where your mail can be sent.

Applicant's Current landlord name: _____ Phone #: _____

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

Email address (optional): _____

Are you leaving an abusive relationship? No Yes

If "yes", how can we contact you? Mail Phone Email

Household Member(s) Income

Household Member Name(s) List all members with income who are 16 years old and over	Type of Income List all income separately i.e. cpp, odsp, ow, employment, etc...	Income Amount List monthly amounts
i.e. John Smith	CPP	\$957.00

Household Member(s) Investments Information

Person's name	Investment(s) - state principle amount & interest rate (i.e. RRSP – \$1200 at 2.5 % interest)

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
- Are you able to manage the stairs? No Yes
- Do you require a ground level unit or elevator availability? No Yes
Explain: (i.e. uses walker) _____
- Do you need a modified/wheelchair accessible unit? No Yes

Previous Rental History for the past 5 years (if you have never rented on your own, please state in box below)

APPLICANT	Full address	Landlord's name & phone number	Dates lived there mm/yyyy – mm/yyyy
CO-APPLICANT(S)	Full address	Landlord's name & phone number	Dates lived there mm/yyyy – mm/yyyy

Complete below if you: have ever lived in social housing; received a subsidy, or lived in a market rent unit?)

Applicant's Name	Full address	Landlord's name & phone number	Dates lived there mm/yyyy – mm/yyyy

Do you owe rent arrears to any social housing providers? No Yes Amount \$ _____

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

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.

NOTE: ALL UNSIGNED APPLICATIONS WILL BE RETURNED TO THE APPLICANT. This application MUST be signed by ALL persons age 16 years old and over. An electronic or scanned signature on this application will be treated as an "original" agreement, signed by the applicant(s).

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

An electronic or scanned signature on this application will be treated as an "original" agreement, signed by the applicant(s).

Applicant		Date	
Co-Applicant		Date	
Other Household Member(s)		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
Blenheim											
287 Talbot St. W	No utilities	1				82 Talbot St. E	No utilities	1			
330 Catherine St - (60+)	No utilities	1/2				6 Talbot St. W	\$200 Flat Rate	1			
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	2			
563 McNaughton Ave E.	All utilities	3				140 Park Ave E	No utilities	2			
45 Michener Road		1				150 Park Ave E	No utilities	1			
						388 Park Ave E	No utilities	1			
Northwest						74 King Street E	No utilities	1/2			
100 Poplar St. (60+)	No utilities	1				231 William Street S	Gas & Hydro	3			
99 McNaughton Ave W	No utilities	1				164 King St E	All utilities	2/3			
50 Sandys St (60+)	No utilities	1				Hope SE – Semi/Bung/Det/TH	All utilities	2/3			
805 Grand Ave West	No utilities	1									
76 Mary Street	No utilities	1				Southwest					
150 Mary Street	No utilities	1				83 King Street West	All Utilities	1/2			
130 Sheldon Avenue	No utilities	1				27-29 Keil Drive South	All Utilities	3			
16 Timmins Crescent	Hydro heat	1				Riverview Terrace - Referred by March of Dimes	No utilities	1			
Clairvue Co-Op – apt.	Gas & Hydro	1/2				65 Riverview Drive	All utilities	1/2/3			
Clairvue Co-Op – TH	Gas & Hydro	2/3/4				340 Park Ave W	Gas & Hydro	2/3/4			
179 Sheldon Ave	Gas & Hydro	2/3/4				265 Tweedsmuir W	Gas & Hydro	2/3/4			
Hope NW Bung/Det	All utilities	2/3				40 Wedgewood Pl	All utilities	2/3/4			
						20 Wedgewood Ave	Hydro	1			
						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	1/2			
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						Chatham-Kent Portable Housing Benefit					
175 Erie Street N.	No utilities	1				Portable Housing Benefit	The portable housing benefit is a monthly benefit that helps make market rental units affordable. Benefits can be applied to a long term rental anywhere within the Municipality of Chatham-Kent.				