

Rent-Geared-to-Income (RGI) Housing Application

Frequently Asked Questions

Who is Housing Access Peterborough (HAP)?

HAP manages the centralized wait list for Rent-Geared-to-Income (RGI) housing in the City and County of Peterborough. The HAP office is at the Peterborough Social Services office. On July 1, 2020 HAP moved to this location at 178 Charlotte Street Peterborough, in the Charlotte Mews.

What is this application for?

This application is for Rent-Geared-to-Income (RGI) housing through the Centralized Wait List. The Centralized Waiting List is where you can apply for Rent-Geared-to-Income housing. Peterborough Housing Corporation (PHC), some private non-profit housing providers and one co-operative housing provider must use the Centralized Wait List to find tenants.

Rent-Geared-to-Income means that rent is set to be no more than 30% of your income. Some RGI units are in private landlord buildings. These are called “rent supplement units”.

All RGI units are listed in the Community Housing Map and in this application.

Who can apply?

There are some rules on who can apply for RGI housing. Please confirm you are eligible before applying.

Save Application as a PDF

Download the RGI Application before you start filling out the form fields.

Version 2020-09-30

Download PDF

When will I get housing?

Your wait time depends on many factors, including how many places you apply to and where you qualify. Right now, the only people who get faster access to housing in the Peterborough area are people fleeing domestic violence and/or human trafficking. The Centralized Wait List is not emergency housing.

Where are they located?

The online, interactive community housing map shows RGI housing options and other affordable properties in the City and County of Peterborough. When you find places you are interested in, you can choose them on your application on the Housing Selections pages.

It is important to only select places where you would actually move into, since you will only get one offer of housing when your name comes up on the list. If you do not accept an offer of housing, you will be taken off the wait list for housing.

What are other housing options in Peterborough City and County?

Please ask for a list of other affordable housing options, and how to apply. They are also listed on the online community housing map.

Community Housing Map Resource

The [community housing map](#) shows RGI housing options and other affordable properties in the City and County of Peterborough.

[peterborough.ca/housingmap]

Confirm you are Eligible

Before you apply, confirm you are eligible. Apply for RGI Housing if you meet the following criteria:

1. You can live independently without support services or can arrange your own supports.
2. You are, or someone else on your application is, over 16 years old.
3. You are a Canadian Citizen, a permanent resident of Canada or a refugee claimant, or you are applying to become a permanent resident. You are not under a removal order to leave Canada.
4. You do not owe money to any social housing provider in Ontario (Note: You can apply if you have a payment arrangement in place).
5. You, or any person on your application has not been found guilty in the last 2 years of an offense related to RGI assistance.
6. Your household income is within the allowable limits (see tables below).

Note: The maximum number of bedrooms allowed is one bedroom per single or couple, plus an additional bedroom for each family member.

Good to Know / Important Reminders

- If you own a residential property that is suitable for year-round occupancy, you must agree to sell within 6 months of being housed.
- You can be declined housing if you have been evicted from another social housing site in Ontario within the last 5 years because of certain types of illegal activity and if you are a safety risk to others.
- Each person on the application form must pursue and apply for all sources of eligible income.
- Consider using the [Online Housing Application Portal](http://socialhousingapplication.com/) instead of this print/paper application. [socialhousingapplication.com/]
- You can send your supporting documents electronically. Contact HAP for more information.
- Tell us right away if:
 - you move
 - your telephone number changes
 - your email address changes
- You will be removed from the wait list if we are not able to contact you to offer housing.
- We will contact you every year to update your information.

Table 1: 2021 Income Limits for housing in the City of Peterborough

Bachelor	1-bedroom	2-bedroom	3-bedroom	4-bedroom (or larger)
\$30,500	\$39,000	\$46,000	\$551,000	\$68,000

Table 2: 2021 Income Limits for housing in the County of Peterborough

Bachelor	1-bedroom	2-bedroom	3-bedroom	4-bedroom (or larger)
\$27,000	\$33,000	\$39,500	\$43,500	\$59,500

Application

Part A: Instructions

Step 1:	Confirm you are eligible (Refer to information on page 2).
Step 2:	Complete the Application (Part B to Part J). <ul style="list-style-type: none"> All applicants listed in the application who is over 18 years old must sign the Collection, Consent and Declaration section (Part H). Attach copies of birth certificate/proof of citizenship for everyone on the application. Attach other documents if needed, such as proof of custody and medical documents. Contact HAP if you have questions about what to submit with your application.
Step 3:	Submit Application <ul style="list-style-type: none"> By email: hapinfo@peterborough.ca By Mail: Housing Access Peterborough (HAP), Social Services 178 Charlotte Street PO Box 4138 Peterborough ON K9H 8S1 In person: Applicants are encouraged to send their completed application and supporting documents by email or mail. Public access is limited due to COVID-19.
HAP will contact you to confirm your application was received and you are added to the wait list.	

Part B: Applicant #1 Information (main applicant)

First & Last Name:												(name on status ID document)			
Gender Identity:	<input type="checkbox"/> Female			<input type="checkbox"/> Male			<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)								
Date of Birth:					-							(format date as YYYY-MM-DD)			
Social Insurance #:	x	x	x		x	x	x		x	x	x				
Mailing Address:												(street/unit number, street name)			
City:	Please enter the city where you live								postal code:	a0a 0a0					
Phone number 1:	x	x	x		x	x	x		x	x	x	x	type:	work, cell, home	
Phone number 2:	x	x	x		x	x	x		x	x	x	x	type:	work, cell, home	
Email:												email address			
Contact me by:	<input type="checkbox"/> mail a letter			<input type="checkbox"/> phone			<input type="checkbox"/> e-mail			<input type="checkbox"/> send a text (if available)					
Preferred language															

Provide current address if different from mailing address above.

Current Address:												(street/unit number, street name)
City:	Please enter the city where you live								postal code:	a0a 0a0		

My status in Canada is:

My status in Canada is:												Attach a copy of your birth certificate/ proof of citizenship for all household members.
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Part C: Alternate Contact (optional)

First & Last Name:			
Relationship:	(relationship to Applicant #1)		
Agency/Shelter:	(provide name if applicable)		
Mailing Address:	(street/unit number, street name)		
City:		postal code:	
Phone number:		-	
Email:			

I understand that by providing an alternate contact I am authorizing the release of personal information about my application and receipt of offers of housing to the alternate contact and/or Agency I identify.

Part D: Questions

D.1 Arrears (required)

Do you owe arrears (money) to another social housing provider in Ontario?

- No.
- Yes. My application will include a copy of the repayment agreement.
- Yes. I do not have a repayment agreement. **(Stop your application here.**
The application must include a copy of the repayment agreement. Your next step is to contact the social housing provider that you owe money to).

D.2 Convictions (required)

Have you, or any person on your application been convicted of an offense related to RGI housing in the last 2 years?

- No.
- Yes. **(Stop your application here.**
HAP will not be able to process the application.)

D.3 Priority Status for Human Trafficking or Abuse (optional)

There is a priority category for people fleeing human trafficking. There is a priority category if someone you live with, or have lived with in the last 3 months, is abusing you or your children.

If you feel you may qualify for this priority category, please check the box below and provide details on how we can safely contact you.

- I would like to apply for Priority Status because of Human Trafficking or Abuse.

Safe contact information:

D.4 Special Needs (optional)

People with disabilities have the option to request an accessible unit or a unit with extra bedrooms for medical reasons. Please discuss the specific details with HAP.

- I would like to talk to HAP staff about my special needs in housing.

Part E: Household Information

Instructions

- List information about **all** adults & children in your household that live with you full- or part-time.
- The information you provide in this section will affect the unit size you are eligible for.
- If you are expecting a baby, add “baby” in **Relationship** box and add the due date.

Applicant #2 Information

First & Last Name:													
Relationship:	(relationship to Applicant #1)												
Gender Identity:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)										
Date of Birth:					-					-			(format date as YYYY-MM-DD)
Social Insurance #:					-					-			(9-digit number)
Applicant #2 is:	<input type="checkbox"/> Full-time household member					<input type="checkbox"/> Part-time household member							
<input type="checkbox"/> Status in Canada is same as Applicant #1	or										(write status)		
<input type="checkbox"/> Address is same as Applicant #1	or										(write address)		
Phone number:					-					-			type:
Email:													

Applicant #3 Information

First & Last Name:													
Relationship:	(relationship to Applicant #1)												
Gender Identity:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)										
Date of Birth:					-					-			(format date as YYYY-MM-DD)
Social Insurance #:					-					-			(9-digit number)
Applicant #3 is:	<input type="checkbox"/> Full-time household member					<input type="checkbox"/> Part-time household member							
<input type="checkbox"/> Status in Canada is same as Applicant #1	or										(write status)		

Applicant #4 Information

First & Last Name:													
Relationship:	(relationship to Applicant #1)												
Gender Identity:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)										
Date of Birth:					-					-			(format date as YYYY-MM-DD)
Social Insurance #:					-					-			(9-digit number)
Applicant #4 is:	<input type="checkbox"/> Full-time household member					<input type="checkbox"/> Part-time household member							
<input type="checkbox"/> Status in Canada is same as Applicant #1	or										(write status)		

If you have more than 4 members of your household, please fill out and include an additional Household Information page available at www.peterborough.ca/hap.

Part F: Monthly Income and Assets (required)

F.1 Instructions

- List **all** money that you and the people who will be living with you receive. This should be gross income (the amount before deductions).
- When you receive an offer of housing, all household members must give proof of their income.

Income Sources (Monthly Amount)	Applicant #1	Applicant #2	Applicant #3
Ontario Works (OW)	\$	\$	\$
Ontario Disability Support (ODSP)	\$	\$	\$
Full/Part-time Employment	\$	\$	\$
Self-Employment	\$	\$	\$
Employment Insurance (EI)	\$	\$	\$
Workers Compensation/WSIB	\$	\$	\$
Old Age Security (OAS)/ Guaranteed Income Supplement (GIS)	\$	\$	\$
Guaranteed Annual Income System (GAINS)	\$	\$	\$
Canada Pension Plan (CPP) / CPP Disability	\$	\$	\$
Pension	\$	\$	\$
Immigrant/Government Sponsorship	\$	\$	\$
Other	\$	\$	\$
No Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	\$0	\$0	\$0

F.2 Statement of Assets

Do you or any member of your household have assets, including property, that is valued over \$50,000?

No.

Yes.

The total value is estimated at: \$_____

Type(s) of asset(s):_____

Note: There is no asset limit at this time, but if you own a residential property that is suitable for year-round occupancy, you must agree to sell within 6 months of being housed.

Part G: Housing Preferences and Needs

G.1 Instructions

- Select your housing preferences/needs. If eligible for what you select, HAP will place you on the wait list for a unit that meets the options you select.
- Based on your application preferences, you will get one offer.
- If the unit offered to you includes features that you left blank, it will still count as an offer. If you do not want to live there it will be counted as a refusal and you will come off the waiting list.
- The more limitations you select, the longer you may have to wait for an offer of housing.

G.2 Stairs/Heights (required)

It is important to know what is accessible to you. Depending on your housing selections you may be required to climb stairs, or you may be offered an upper-storey unit (up to 14 floors).

Select all that apply.

- I have no preference. I can live on any floor level.
- I require a building with an elevator.
- I require a ground floor unit.
- I am able to climb stairs and live in a townhouse. I can use stairs to access a basement laundry room and washrooms/bedrooms upstairs.
- The highest floor level I would consider is:

Insert floor number	
---------------------	--

G.3 Parking

Many properties have limited parking. Some have a waiting list for available spots or have off-site options.

Check the box below if you are unwilling to consider other options.

- An immediate onsite parking space is mandatory for me.

G.4 Comments (optional)

Tell us about any other preferences you may have.

G.5 Number of bedrooms (required)

The maximum number of bedrooms allowed is one bedroom per single or couple, plus an additional bedroom for each family member. You may also apply to units that are smaller than what you qualify for. If you choose to move into a smaller unit, you will not have priority to move to a bigger one if you decide that your unit is too small. You will also be removed from the Centralized Wait List if you refuse a unit that you applied for.

Select all that apply.

What size units would you like to apply for (up to the maximum number of bedrooms that you qualify for)?

- Bachelor
- 1 bedroom
- 2 bedroom
- 3 bedroom
- 4 bedroom
- 5 bedroom

Part H: Collection, Consent and Declaration

I/we understand that:

- Housing Access Peterborough (HAP) and any replacement or successor is a provincially mandated service offered by the City of Peterborough which manages the centralized waitlist for social housing covered by local rules and the Housing Services Act, 2011 (HSA).
- The personal information on this form, together with supporting documents, is collected by HAP under the legal authority of the HSA for the purposes of administering a centralized application and waiting list, determining eligibility for housing, continuation of housing, and other social housing programs under the HSA and prescribed by Regulation, for any residential tenancy or occupancy that may eventually exist with a Housing Provider or landlord.
- HAP will create a file containing personal information relating to my/our application, housing or tenancy, and that this information will be shared with Housing Providers.
- To verify the content of the application, HAP may be required to disclose or share the content with other members of my/our household, other persons, third parties or agencies.
- I/we may have access to my/our personal information by sending a written request to access my file to HAP.
- By providing an email address and checking the box to receive texts, I/we are consenting to sharing information between me/us and Social Services Staff using electronic methods.

I/we consent to:

- HAP obtaining, disclosing or exchanging my/our personal or other information (including information contained in my/our application file, tenancy file or other files) at any time, from, to, or with relevant provincial ministries, the City of Peterborough, other Service Managers under the HSA, housing providers, lead agencies, administrators appointed by the Service Manager, and or organizations providing service to any of them, and any person or officer investigating or enforcing the law, under the HSA, Ontario Disability Support Plan Act, Ontario Works Act, or the Day Nurseries Act, landlords, co-applicants, reference persons listed in our application, my/our employer(s), any agencies providing social assistance or services to me/us. I further consent to the exchange of my personal information on any social assistance database.
- HAP using the information I provide to determine, verify and monitor; application for housing, eligibility for housing, Rent-Geared-to-Income assistance, other housing programs under the HSA, collection of other monies owing as a result of any previous tenancy, third-party verification of information supplied, special needs or alternative housing, other consistent purposes not prohibited by law.

[Part H continues on next page...]

I/we declare that the following is true:

- Everything in this application is correct and complete. If information is determined to be inaccurate or false, HAP or the Housing Provider may request additional information, may cancel this application and I may be prohibited from reapplying for assistance for a minimum period of two years under the HSA.
- I understand that only the people I have listed on this application form may live with me in social housing.
- I understand that, before I can receive housing, I must pay back, or make arrangements that are satisfactory to the Housing Provider, to pay any money I owe to any social housing project in Ontario.
- I understand that this application is for purposes of verifying eligibility for Rent-Geared-to-Income housing and does not constitute an agreement or promise of rental accommodation.

<p>I am the Applicant and I have personally provided the information contained above and I personally consent to its use for the intended purpose</p>	<table style="margin-left: auto;"> <tr> <td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td> <td style="text-align: center;">M</td><td style="text-align: center;">M</td> <td style="text-align: center;">D</td><td style="text-align: center;">D</td> </tr> </table>	Y	Y	Y	Y	M	M	D	D												
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Notice with respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act)

Personal information on this form together with corresponding documents is collected under the legal authority of the Housing Services Act, 2011, S.O. 2011, c. 6, Schedule 1, ss. 13,44 and 60. The information will be used to determine initial and ongoing eligibility for housing accommodation, Rent-Geared-to-Income assistance, housing composition, and occupancy, and other consistent purposes not prohibited by law. Questions about this collection can be directed to the Manager of Housing Services, 178 Charlotte Street, PO Box 4138, Peterborough, ON K9J 8S1 or 705-748-8830.

Part I: Housing Selections - buildings

I.1 Instructions






- Check the box beside each location you want to apply to. HAP will review your selections to check your eligibility. You will only be offered a unit you are eligible for that also meets your preferences indicated in Part G. Only select places you would move into.
- Applicants will only receive one offer of housing before being removed from the wait list.**

I.2 Legend

Provider Name: PHC=Peterborough Housing Corporation

Building (Bldg) Type: V=Various, TH=Townhouse Apt=Apartment, SD=Semi-Detached


Family Communities (Peterborough)

Provider Name	Address	Area	Bldg Type	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> PHC	101-121 Anson Street	North	TH	11	3	Ask
<input type="checkbox"/> AOTS "Chemong Village"	1025 Chemong Road 	North	V	39	1, 2, 3, 4	Not included
<input type="checkbox"/> PHC	850 Fairbairn Street	North	TH	36	2, 3, 4	Included
<input type="checkbox"/> PHC	543-565 Raymond Street	North	SD	12	3, 4	Included
<input type="checkbox"/> PHC	117 Herbert Street	North	TH	16	2, 3, 5	Ask
<input type="checkbox"/> Hilliard Park Non-Profit Homes	800 Hilliard Street 	North	V	39	1, 2, 3	Ask
<input type="checkbox"/> Kiwanis Club of Scott's Plains	951 Hilliard Street (singles and seniors)	North	Apt	40	1	Included
<input type="checkbox"/> PHC	999 Hilliard Street	North	TH	34	2, 3, 4, 5	Ask
<input type="checkbox"/> PHC	1190 Hilliard Street	North	TH	28	3, 4	Ask
<input type="checkbox"/> Leta Brownscombe Co-operative	243 Milroy Drive 	North	V	73	1, 2, 3, 4	Ask
<input type="checkbox"/> PHC	372-386 Parkhill Road W	North	TH	8	3	Ask
<input type="checkbox"/> KPP "Towerhill Village" Non-profit	77 Towerhill Road 	North	V	48	1, 2, 3, 4	Not Included
<input type="checkbox"/> PHC	290 Parkhill Road E	East	TH	28	2, 3, 4, 5	Ask
<input type="checkbox"/> PHC	817 & 819 Cameron Street	South	SD	2	3	Ask
<input type="checkbox"/> PHC	835 Cameron Street	South	TH	46	2, 3, 4, 5	Included
<input type="checkbox"/> PHC	665 Crawford Drive	South	TH	50	2, 3, 4	Included
<input type="checkbox"/> PHC	572 Crystal Drive 	South	TH	95	1, 2, 3	Not included
<input type="checkbox"/> PHC	30 Alexander Avenue	West	TH	47	2, 3, 4, 5	Ask





Female-led Households (Fleeing Abuse or Trafficking) – will be screened for eligibility

Provider Name	Property Address	Area	Bldg Type	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> Kairos Non-Profit Housing	Confidential	West	Various	12	2, 3, 4	Not included
<input type="checkbox"/> YWCA Non-profit “Centennial Crescent”	Confidential  	West	TH	40	1, 2, 3, 4	Included




Supportive Housing – will be screened for eligibility

Provider Name	Property Address	Area	Bldg Type	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> Kawartha Participation Projects (KPP) Non-profit	Various 	Various	Various	46	1, 2	Ask



Seniors Housing - City

Provider Name	Property Address	Area	Bldg Type	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> PHC (60+) “Brooklawn”	486 Donegal Street 	Central	Apt	100	1	Included
<input type="checkbox"/> PHC (60+) “Weslake Tower”	169 Lake Street	Central	Apt	125	1	Included
<input type="checkbox"/> PHC (60+) “Rogers Court”	611 Rogers Street	East	Apt	90	1	Included
<input type="checkbox"/> St. Giles Non-Profit (65+)	785 Park Street S 	South	Apt	16	1,2	Included
<input type="checkbox"/> Marycrest at Inglewood Non-profit (65+)	1565 Monaghan Road  	West	Apt	41	1,2	Included

Senior Housing - Rural (County)

Provider Name	Property Address	Bldg Type	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> PHC (60+) “Village Manor”	85 Concession Street, Lakefield	Apt	28	1	Included
<input type="checkbox"/> Millbrook Non-Profit (60+) “Millbrook Manor”	2 Manor Drive, Millbrook  	Apt	22	1, 2	Included
<input type="checkbox"/> Otonabee Non-Profit (60+)	30 Short Street, Keene 	Apt	12	1, 2	Included
<input type="checkbox"/> PHC (60+) “Victoria Gardens”	8 Victoria Street, Havelock	Apt	18	1	Included

Rural (County) Housing

Provider Name	Property Address	Bldg Type	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> PHC "Hillcrest Court"	24 Ermatinger Street, Lakefield 	Apt	15	1	Included
<input type="checkbox"/> PHC "Parkview Apartments"	37 George Street, Havelock	Apt	20	1	Included
<input type="checkbox"/> PHC "Whispering Pines"	12 Simeon Crescent, Apsley 	Apt	20	1	Included
<input type="checkbox"/> PHC "Springwood"	53 Spring Street, Norwood	Apt	28	1	Included

Part J: Housing Selections – for rent supplement buildings

Peterborough Housing Corporation has agreements with private landlords to dedicate units in apartment buildings for people from the Centralized Wait List. The rent in these units is Rent-Geared-to-Income (RGI) level, which is the same as the other properties listed above.

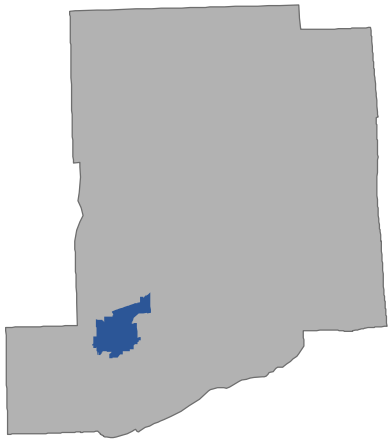
The number of units may decrease in the future if/when the Agreement is renewed.

Property Address (Peterborough)	Area	# of Units	# of Bedrooms	Utility Payment
<input type="checkbox"/> 220 Edinburgh Street	Central	2	3	Included
<input type="checkbox"/> 417 Montcalm Street	North	6	1,2	Included
<input type="checkbox"/> 909 Clonsilla Avenue	West	3	Bachelor, 1	Included
<input type="checkbox"/> 333 Hedonics Road	West	11	1	Included
<input type="checkbox"/> 1599 Monaghan Road	West	2	1,2	Included
<input type="checkbox"/> 335 Sherbrooke Street	West	1	3	Not included
<input type="checkbox"/> 865 Sherbrooke Street	West	2	1	Included
<input type="checkbox"/> 895 Sherbrooke Street	West	1	1	Included
<input type="checkbox"/> 839 Talwood Drive	West	4	1	Included
<input type="checkbox"/> 1001 Talwood Drive	West	25	1, 2, 3	Included
<input type="checkbox"/> 1200 Talwood Court	West	28	1, 2, 3	Included

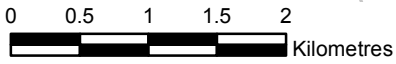
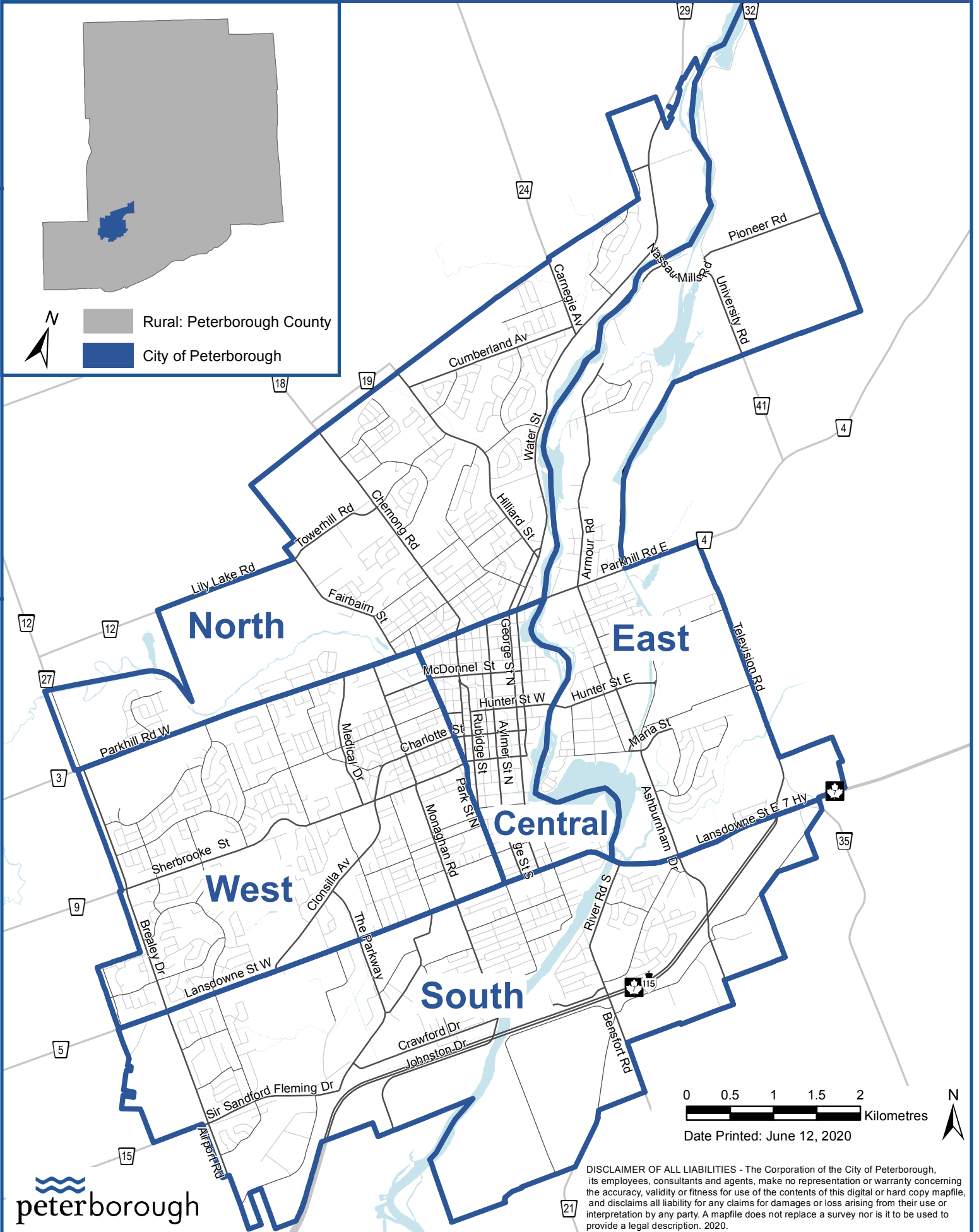
Need help deciding?

We've created an online, interactive Community Housing Map to learn about RGI housing and other affordable properties in the City and County of Peterborough. Visit peterborough.ca/housingmap. HAP staff are also available to speak with you about your housing options.

Peterborough Housing Zones: City of Peterborough



Rural: Peterborough County
 City of Peterborough

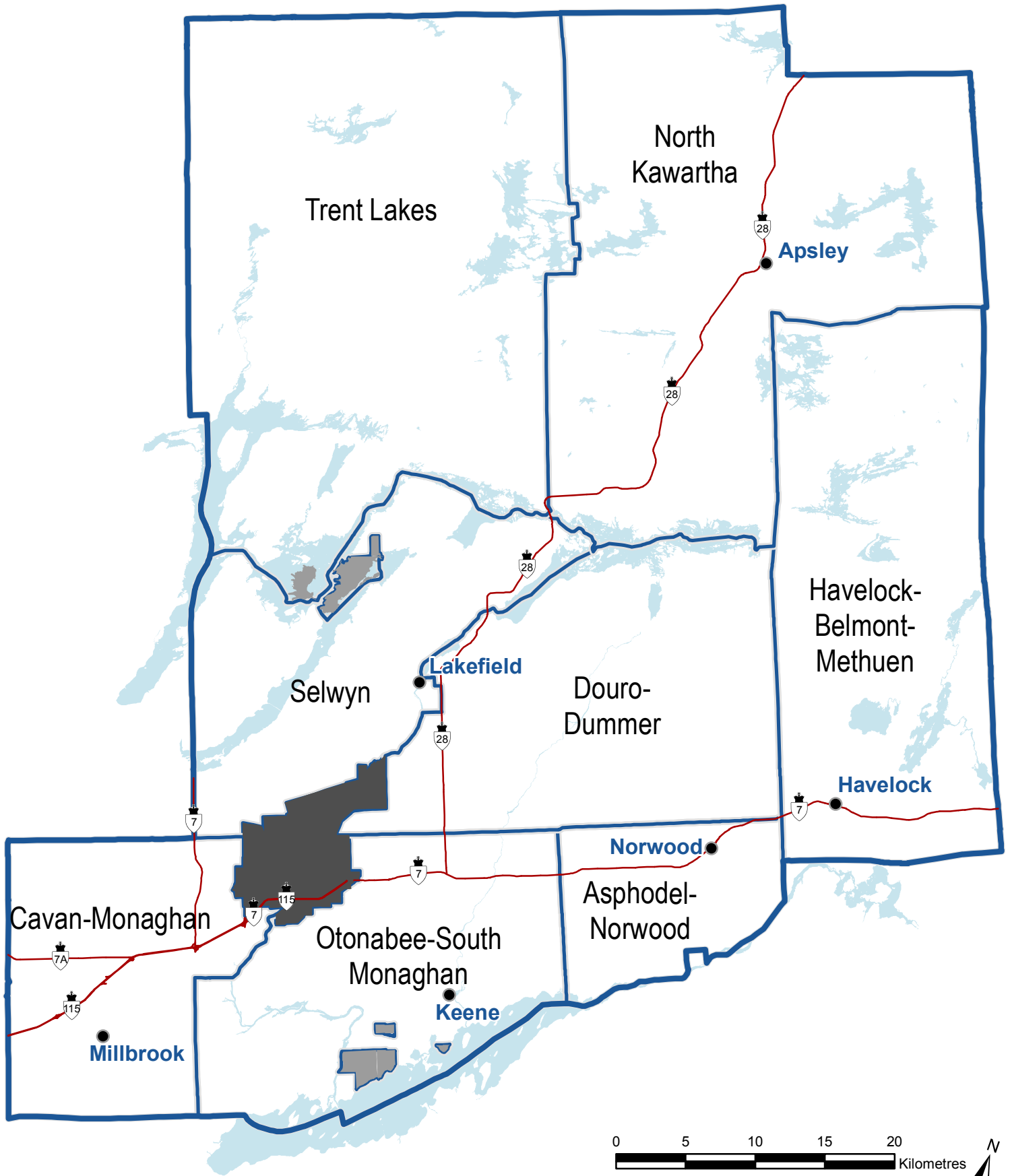


Date Printed: June 12, 2020





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Peterborough Housing Zones: Rural, Peterborough County



0 5 10 15 20
Kilometres

Date Printed: June 19, 2020

 Rural: Peterborough County
 City of Peterborough

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