

## AFFORDABLE HOUSING APPLICATION FORM

Enclosed please find an application for you to complete and return with your income verification as soon as possible if you are interested in applying for this current vacancy. Applications received at our office are considered on a first come, first serve basis.

Every community has different options in regards to bedsize, community location, accessibility features. For information related to:

- Monthly rent, if utilities are included, additional charges for parking, etc
- Maximum household income thresholds
- Community specific information

Please visit our website [www.ptbohousingcorp.ca](http://www.ptbohousingcorp.ca) or refer to the vacancy advertisement

### \*\*\*\*\*DOCUMENTS THAT MUST BE SUBMITTED\*\*\*\*\*

1. A completed application form, signed by all household members over the age of 18
2. Information relating to your household's income, to verify eligibility
  - Provide copies of monthly cheques or cheque stubs. If cheques are direct deposit, provide a copy of bank books or bank statements.
  - Each employed applicant must provide a copy of their most recent pay statement showing year to date earnings.
  - Each applicant in receipt of Social Assistance must provide a copy of their Ontario Works (OW) or Ontario Disability Support Program (ODSP) benefits stub and a copy of their drug or dental card.
  - Each self-employed applicant must provide confirmation of current income as required the Peterborough Housing Corporation.
  - All other forms of income must be supported by documents for verification purposes. Each applicant with income-producing or non-income producing assets must provide verification.
  - Each applicant must provide Peterborough Housing Corporation with verification of their most recent income tax return, this can be done in one of three ways:
    - A copy of the income tax return prepared by the applicant or an agent for the applicant.
    - A copy of the Notice of Assessment from Revenue Canada.
    - An income tax assessment provided to the applicant from Revenue Canada.

**If the above are not submitted, your application will be considered incomplete and may not be considered.**

Please note that property owners are NOT eligible to apply.

Following the submission of your application the process of consideration is:

1. Review of your income to ensure it meets the income thresholds
2. Rental Credit History reviewed
3. Interview with Peterborough Housing Corporation staff members (if applicable)
4. Decision made if application is approved for an offer or denied

If at any point in the process your application is deemed to be ineligible or denied, you will be made aware in writing of this decision.

Please note your application will only be considered for the current vacancy, after the unit is filled, your application and any supporting documentation will be destroyed. Every new vacancy will require a new application.

Received Date:

The **CURRENT ADVERTISED VACANCY** I am applying for is:

<b>Bedsizes</b> <input type="checkbox"/> 2BD
<b>Location:</b> <input type="checkbox"/> <b>Trailview Terrace</b> – Rabbit Street, Lakefield – <i>Seniors only 60 yrs or older</i>

Applicant #1 Information			
<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS	<b>First &amp; Middle Name</b>	<b>Last Name</b>	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth (MM/DD/YYYY)</b>	<b>Social Insurance Number (optional)</b>	
<b>Street #</b>	<b>Street Name</b>	<b>Apt #</b>	
<b>City</b>		<b>Province</b>	<b>Postal Code</b>
Do you <input type="checkbox"/> Own your home <input type="checkbox"/> Rent your home			
<b>Home Phone #</b>		Can we call you at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cell Phone #</b>		Can we call your cell? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Email Address</b>		Can we email you? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant # 2 Information			
<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS	<b>First &amp; Middle Name</b>	<b>Last Name</b>	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth (MM/DD/YYYY)</b>	<b>Social Insurance Number (optional)</b>	
<input type="checkbox"/> Same address as Applicant #1 <b>OR</b> <b>Alternate Address:</b>			
<b>Home Phone #</b>		Can we call you at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cell Phone #</b>		Can we call your cell? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Email Address</b>		Can we email you? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Other Household Member(s) to Reside in the Accommodation				
Last Name	First Name	Date of Birth	Sex	Relationship to Applicant

Received Date:

<b>Statement of Monthly Income <u>before</u> deductions (gross)</b>		
GROSS Monthly Income – List ALL sources. <b>Submit verification of income with the application</b>		
	Applicant #1	Applicant #2
Pensions - CPP	\$	\$
Pension – OAP	\$	\$
Pension – GAINS	\$	\$
Pension – Company	\$	\$
Ontario Disability Support Program (ODSP)	\$	\$
Ontario Works (OW)	\$	\$
Employment	\$	\$
Employment Insurance	\$	\$
WSIB	\$	\$
Investment Income OR Income from Assets	\$	\$
Any other income	\$	\$
<b>Total Gross Monthly Income</b>	\$	\$

<b>Applicant #1 Employment Status</b>		<input type="checkbox"/> Not Employed
<b>Current Employer</b>	<b>Job Title</b>	
<b>Employer Address &amp; Phone</b>		
<b>Contact Person</b>	<b>Job Title</b>	
<b>Applicant #2 Employment Status</b>		<input type="checkbox"/> Not Employed
<b>Current Employer</b>	<b>Job Title</b>	
<b>Employer Address &amp; Phone</b>		
<b>Contact Person</b>	<b>Job Title</b>	

<b>Previous Tenancy – At least 5 years required (include all mortgaged or leased properties)</b>			
Tenant Name(s)	Landlord Name & Address	From MM/YYYY	To MM/YYYY

**Have you, or any person(s) listed on this application lived in subsidized rental**

Received Date:
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accommodations in Ontario? <input type="checkbox"/> Yes – complete below <input type="checkbox"/> No			
Tenant(s) Name	Housing Provider Name & Address	From MM/YYYY	To MM/YYYY

Housing & Related Needs Information
How much are you currently paying? \$ _____/month in rent/mortgage Are utilities included? <input type="checkbox"/> No <input type="checkbox"/> Yes
How much notice are you required to give your current landlord? <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> No notice required <input type="checkbox"/> Other _____
Do you own <u>any</u> property? <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>details</i> ) _____
Are you able to climb stairs? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you own a pet? <input type="checkbox"/> No <input type="checkbox"/> Yes - Type of pet: _____ <i>Note: proof of licensing and immunizations will be required , and local by-laws apply</i>
Do you own a vehicle: <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>how many</i> ) _____ Do you anticipate applying for a parking space? <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Note: There is a waiting list for parking spaces. Tenants must make their own off-site parking arrangements until a space is available. Parking fees will apply for assigned spaces.</b>
Will you comply with (select buildings) Non-Smoking designation? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you currently have content/renters insurance? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>Note: Content/renters insurance is a requirement of the lease agreement.</i>

Declaration, Release and Consent to Information
<ol style="list-style-type: none"> <li>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 Peterborough Housing Corporation.</li> <li>I/we understand that when rental accommodation is provided to me/us that it will be occupied by me/us and the persons listed on this application.</li> <li>I/we understand that this application does not constitute an agreement on the part of Peterborough Housing Corporation to provide me/us with rental accommodation.</li> <li>I/we authorize Peterborough Housing Corporation to obtain such factual and investigative information as permitted by law. I/we acknowledge notice from the Peterborough Housing Corporation that a consumer report containing credit information may or will be referred to in connection with this application for housing.</li> <li>I/we understand that my/our residency may be terminated if false information is determined after approval of my/our application for housing.</li> <li>Personal information contained on this form or in its attachments is collected by the Peterborough Housing Corporation pursuant to the <i>Housing Development Act 2011, R.S.O. 1990, c. H.18, s. 2, 4 and 7</i> and <i>Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.F.310</i> and <i>Municipal Freedom of</i></li> </ol>

*Information and Protection of Privacy Act, R.S.O. 1990 c.M.56* and will be used to determine suitability and eligibility for housing applied for and the continuation of housing.

7. Personal information may be disclosed to the Ministry of Municipal Affairs and Housing and other municipal, provincial or federal departments or agencies that assist in the provision of affordable housing.
8. The applicant(s)/residents(s) consents to the verification, disclosure and transfer of information given on this form and attachments by or to any of the above entities and will provide any required supporting material. Questions regarding this collection should be directed to: CEO of Peterborough Housing Corporation, 526 McDonnell Street, Peterborough, Ontario, K9H 0A6
9. I/we authorize Peterborough Housing Corporation to inquire about any information that may pertain to this housing application and this shall be irrevocable authority for releasing such information to the Peterborough Housing Corporation.
10. I/we give my/our consent and authorization to the Peterborough Housing Corporation:
  - a. To make any inquiries that it deems necessary to verify the information given in this form and I/we authorize any person, corporation, or any social agency having knowledge of any such required information to release the information to the Peterborough Housing Corporation.
  - b. I/we agree to provide any supporting information to the Peterborough Housing Corporation.
  - c. To disclose the information given in this form to any social agency providing any form of social assistance to me/us and to any Municipal Non-Profit Housing Corporation or other source of subsidized accommodation.

**Signatures of ALL applicants age 18 and older**

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Consent to check Rental Credit History - Yes  No

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Consent to check Rental Credit History - Yes  No

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Consent to check Rental Credit History - Yes  No

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Consent to check Rental Credit History - Yes  No

**Supplementary Information**

*This page is not required for affordable housing applications, but will be considered in the application process. It is our desire at PHC to foster positive community development.*

**Please comment on WHY you would be a good neighbour to others at one of PHC's affordable housing sites. Please reference any volunteer or relevant community experience you may have had that would assist in this:**

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**Please comment on HOW you would be a good neighbour to others. Please reference any specific plans or intentions you would carry through on if housed at one of our properties:**

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**Please add any comments relative to being a good neighbour to others at PHC sites:**

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