



## Application for Housing

### Important! Please Read!

Use this checklist to make sure that you have attached all the required documents.

ATH determines eligibility for Rent-Geared-to-Income (RGI) housing based on a complete application only. Your application will not be accepted and/or placed on the list if the application form is incomplete or if documents are missing.

All applicants on the Access to Housing centralized wait list will only receive one (1) offer of housing when you are the next person on the wait list.

If you do not accept this offer, you may lose your place on the wait list and your application may be cancelled.

<input type="checkbox"/> Verification of Age and Canadian Citizenship Status	<p>You must attach photocopies of one personal identification document for each member of the household.</p> <p>To verify <b>age and Canadian citizenship</b> include:</p> <ul style="list-style-type: none"> <li>• Canadian Birth Certificate;</li> <li>• Canadian Citizenship Card</li> <li>• Statement of Live Birth</li> <li>• Canadian Passport</li> </ul> <p>To verify <b>permanent residency</b>, include:</p> <ul style="list-style-type: none"> <li>• Permanent Resident Card;</li> <li>• Documentation from Citizenship and Immigration Canada</li> </ul> <p>To verify <b>refugee claimant</b> status, include:</p> <ul style="list-style-type: none"> <li>• Written notice from the Immigration and Refugee Board (IRB) of Canada that the refugee claim is under consideration or in pre-removal risk assessment;</li> </ul>
<input type="checkbox"/> Proof of Income	<p>A copy of the notice of assessment issued under the <i>Income Tax Act</i> (Canada) for each member of the household who has income</p> <ul style="list-style-type: none"> <li>• For Applications submitted between January and June, net income (Line 23600) from the <b>tax year before the previous year</b>.</li> <li>• For Applications submitted between July and December, net income (Line 23600) from the <b>previous tax year</b>.</li> </ul>
<input type="checkbox"/> Arrears	<p>If anyone in your household owes money to an Ontario housing provider, attach confirmation that the household member has entered into an agreement with the Housing Provider for the repayment of the arrears</p>



<input type="checkbox"/> Custody Agreements	If you have asked for an additional bedroom because a member of your household has a legal custody agreement or visiting rights involving overnight stays, you must supply a copy of the agreement
<input type="checkbox"/> Proof of Disability	If you have asked for an additional bedroom because of a disability in your household, you must attach a detailed explanation (Additional medical verification may be required later.) Include an “Access to Housing – Special Needs Form”
<input type="checkbox"/> Proof of School Attendance	If you or a member of your household, 16 and older, has income and is in fulltime attendance at school you must attach a current document on corporate letterhead from the issuing agency (e.g.: school or funding agency) that shows the name of the school, the course load, and the study period

**Applicant Responsibilities:**

- You are responsible to notify ATH of any changes to your information to maintain your eligibility status.
- You are responsible to confirm your interest in remaining on the waiting list for housing. This confirmation must be done with ATH once a year. A renewal form/ letter will be sent to you.

**Applicants must notify Access to Housing (ATH) if:**

- Your address changes
- Your phone number changes
- You want to live in locations other than those you chose on your application
- The number of people in your household changes
- The contact person on your application changes
- Your income changes
- Your Immigration status changes

Notice of any change in information or documents must be submitted within 30 business days of the change. A longer time may be allowed by ATH or the City of Hamilton.



## Application for Housing

Definition of Terms	
<b>Building Selection Form</b>	This is a list of not-for-profit housing in Hamilton available through Access to Housing listed by geographical area. This form is where applicants select housing for which they wish to be placed on the waiting list.
<b>Co-Operative Housing</b>	The Board of Directors of a Co-Operative is comprised of resident members of the complex. Members of the Co-Operative are expected to participate in the operation of their Co-Operative. This may be accomplished by serving on the Board of Directors, a committee or contributing to the tasks involved in the maintenance of the property. Co-operatives are a mix of market rent and rent-geared-to-income units.
<b>Homeless Status</b>	Homeless status is special consideration which is given to people who are homeless and includes people who are: <ul style="list-style-type: none"> <li>- Persons burned out of their places of residence</li> <li>- Without shelter</li> <li>- Living in temporary or emergency housing or</li> <li>- Living in a house condemned by the municipality or</li> <li>- About to be discharged from a care facility or</li> <li>- About to be evicted for reasons outside of an alleged breach of the Tenant Protection Act by the tenant</li> <li>- Separated from other family members due to a lack of housing</li> </ul>
<b>*Newcomer Status</b>	A newcomer is an applicant with refugee status or refugee claimant status who applies for housing within one year of entry into the country and has an immigration status that meets basic eligibility requirements. Refugees with government sponsorship are excluded. For the application to be given Newcomer Status, both the applicant and co-applicant (if there is one) must be a newcomer.
<b>Non-Profit Housing</b>	This housing can be provided by private groups or a municipal sponsor. Non-profit housing is managed by a Board of Directors which may consist of municipal councillors, interested community members and/or tenant members.  The complexes are a blend of market rent and geared-to-income units. Often, non-profit complexes have tenant associations that contribute input to the Board of Directors to affect the management of the residence in which they reside.



## Application for Housing

Definition of Terms				
<b>Priority Status</b>	Priority Status is special consideration which is given to an applicant whose personal safety or the safety of another household member is at risk because of abuse by someone with whom they live or have lived in a familial relationship within the last 6 months. This priority status is given to help the applicant separate from the abuser. To obtain priority status, the applicant is required to submit a Special Priority Verification Form, letter of verification and verification of co-residency. The required form and further information can be obtained from Access to Housing.			
<b>Rent-Geared-To-Income</b>	Rent-geared-to-income is rent which is based on household income and/or social assistance benefits.			
<b>Supportive Housing</b>	Housing in which the tenant receives staff support or care from one or several agencies.			
<b>Terminally Ill Status</b>	Terminally ill status is special consideration given to people who are terminally ill (this status is not granted to people who have serious chronic conditions, illnesses or diseases and who are not terminally ill). To apply for this status, the applicant is required to submit a Verification of Terminal Illness Form. The required form and further information can be obtained from Access to Housing			
<b>Urgent Status</b>	Person(s) whose personal safety is significantly at risk. To apply for this status, the applicant is required to submit an Urgent Status Verification Form and a Letter of Verification. The required form and further information can be obtained from Access to Housing.			
<b>*Youth Status</b>	The applicant is sixteen to seventeen years old			
<b>Assets</b>	Assets include any savings, investments and property owned by any member of the household over the age of 16. Some assets do not count towards the asset limit such as:			
	Primary vehicle	Prepaid funerals	Tools for work	RDSP
	Business assets max \$20,000	RRSP/RRIF LIF LIRA	Trust for a person with a disability	Cash surrender value of Life Insurance, max \$100,000
	Clothing/jewelry	Personal effects	Furniture	RESP



## Application for Housing

Read these instructions carefully and complete the application form using blue or black pen. Ensure that the application is signed by each member of the household who is 16 years or older and listed on the application form.

Complete **all** sections and return to the address noted above. If you need any assistance in completing this application, please contact the Access to Housing (ATH) office. Please attach to this application:

- Copies of proof of age and citizenship for all Household Members
- Completed Building Selection Form
- Copies of Notice of Assessment (CRA/Income Tax) for each household member with income.

<b>Section 1: Applicant Information</b>		
Last Name	First Name	Middle Name
Social Insurance Number	Date of Birth (mm/dd/yy)	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Mailing Address</b>		
Unit                      Address		
City/Town	Province	Postal Code
<b>Telephone and Email</b>		
Home (    )	Cell (    )	Work (    )
E-mail Address		
<b>Current Address if different from mailing</b>		
Unit                      Address		
City/Town	Province	Postal Code



## Application for Housing

### Section 1: Applicant Information (continued)

#### Citizen Status (check all that apply)

Copy of proof of Canadian citizenship (e.g. birth certificate, citizenship card, baptismal, birth registration) or immigration documents are required.

Canadian Citizen     
  Permanent Resident  
 (Landed Immigrant)     
  Refugee     
  Native Ancestry

In Canada for less than one year?     Yes     No  
 (verification required)

Date of Entry:

Do you require an interpreter?     Yes     No

If yes, in what language?

#### Person to call as an alternate contact or to act as your interpreter:

Name

Telephone

### Section 2: Co-Applicant Information

Relationship to Applicant

Last Name

First Name

Middle Name

Social Insurance Number

Date of Birth (mm/dd/yy)

Male     Female

#### Mailing Address

Unit

Address

City/Town

Province

Postal Code



## Application for Housing

<b>Section 2: Co-Applicant Information (continued)</b>		
Telephone		
Home ( )	Cell ( )	Work ( )
Current address if different from mailing address		
Unit	Address	
City/Town	Province	Postal Code
<b>Citizen Status</b> (check all that apply) Copy of proof of Canadian citizenship (e.g. birth certificate, citizenship card, baptismal, birth registration) or immigration documents are required		
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident (Landed Immigrant)	<input type="checkbox"/> Refugee
		<input type="checkbox"/> Native Ancestry
In Canada for less than one year? <input type="checkbox"/> Yes <input type="checkbox"/> No      Date of Entry:		
(verification required)		
Do you require an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, in what language?		
<b>Person to call as an alternate contact or to act as your interpreter:</b>		
Name	Telephone	







## Application for Housing

### Section 4: Annual Income and School Status Information

Fill in the annual net income for you and each person in your household 16 years of age and older. For each member of your household that has income, you must provide a copy of the **Notice of Assessment** for the most recent tax year. If you do not have a Notice of Assessment you can request one by calling the Canada Revenue Agency at 1-800-959-8281 or visit [canada.ca/en/revenue-agency](http://canada.ca/en/revenue-agency)

Indicate the school status, for any member of the household **16 years and older with income**. School status must be confirmed by a letter from the school on corporate letterhead, that shows the name of the school, the course load, and the current study period.

Name of Household Member	School Status	Income Source	Annual Amount \$
	<input type="checkbox"/> Not Attending <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student		
	<input type="checkbox"/> Not Attending <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student		
	<input type="checkbox"/> Not Attending <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student		
	<input type="checkbox"/> Not Attending <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student		
	<input type="checkbox"/> Not Attending <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student		
	<input type="checkbox"/> Not Attending <input type="checkbox"/> Full-time Student <input type="checkbox"/> Part-time Student		
<b>Total Annual Household Income \$</b>			





## Application for Housing

<b>Section 6: Where you live now</b>			
Are you currently:	<input type="checkbox"/> Homeowner		
	<input type="checkbox"/> Renting <input type="checkbox"/> Private landlord <input type="checkbox"/> Subsidized housing Monthly rental payments \$ _____ Are you currently receiving a rent-geared-to-income subsidy or Housing Allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a transfer request? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Living in temporary accommodation (please specify) <input type="checkbox"/> With friends <input type="checkbox"/> With relatives <input type="checkbox"/> In a shelter <input type="checkbox"/> In a hotel/motel <input type="checkbox"/> In a trailer park <input type="checkbox"/> Other (Please specify): _____		
Do you currently own property in Canada or outside of Canada? <input type="checkbox"/> Yes    Value \$ _____ <div style="text-align: right;"><input type="checkbox"/> No</div>			
Current Landlord			
Name	Telephone (    )	Move in Date	
Previous Landlord			
Name	Telephone (    )	Move in Date	Move Out Date
Previous Address			
Note: A housing provider will only contact your current and/or previous landlord for a tenant reference when you are offered a housing unit.			



## Application for Housing

### Section 7: Housing History

Note: Any misrepresentation of your housing history may lead to the cancellation of your application.

Does anyone listed on this application live, or have they ever lived, in non-profit, co-op, or public housing in Ontario as a leaseholder either in subsidized or market rent accommodation?

Yes  No

If yes, please provide:

Name of person who lived there	Address
Name of non-profit, co-op, or public housing provider	Phone number (if not in Hamilton):
Is this your current address <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, date you moved out: _____ mm/dd/yyyy

Does anyone on this application owe money to any non-profit, co-op, or public housing provider?

Yes  No

If yes, do you have a repayment agreement with the non-profit, co-op, or public housing provider?

Yes  No

**PLEASE NOTE:** If you or any member of your household has arrears owing to any social housing provider within Ontario, Access to Housing will require confirmation that the member has entered into an agreement with the Housing Provider for the repayment of the arrears before we can process your application.

Within the last 2 years, have you or anyone in your household been convicted of an offence related to rent-gear-to-income housing under the Housing Services Act or Provincial Offences Act or a crime under the Criminal Code in relation to rent-gear-to-income housing?

Yes  No



## Application for Housing

<b>Section 8: General Information</b>	
I am able to live independently	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of bedrooms needed	
	<input type="checkbox"/> Bachelor <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 or more

<b>Section 9: Special Needs/Exceptional Circumstances</b>	
Documentation is required for all of the following statuses, see definitions on page 13-14.	
Are you in an abusive relationship which qualifies you for <b>Priority Status</b> ? <i>If yes, ensure contact information in section 1 is a safe address and phone number.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in an abusive relationship which qualifies you for <b>Urgent Status</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an urgent application due to a <b>Terminal Illness</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for <b>Homeless Status</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for <b>Newcomer Status</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for <b>Youth Status</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Application for Housing

### Section 10: Special Needs/Exceptional Circumstances (continued)

Do you require **building accessibility only**?

*(for example, the building that you live in must be “barrier free” so that the mobility device that you use (i.e., scooter) can enter the building and unit only, no further unit modifications are required)*

Yes  No

Do you require any other **unit modifications**?

*(for example, modifications required are specific to your unit, i.e., a roll-in shower, lowered kitchen counters for wheelchair access)*

Yes  No

*If answer is “yes”, please fill out an “Access to Housing – Special Needs Form”*

### Section 11: Where you want to live

#### Building Selections

Please choose where you want to live carefully. You can make as many selections as you want. Mark your location choices with an “X” on the Building Selection Form which is included with this application.

Be sure to put your name, social insurance number and initials on each page (front and back) of the Building Selection Form. If you select locations for which you are not eligible, your name will not be placed on those waiting lists.



## Application for Housing

Please read the following declarations carefully. Each member of the household who is 16 and older must sign in the spaces below only if you are able to make each declaration.

1. I understand that there are laws that allow Access to Housing (ATH) to collect personal information about me.
2. I understand that ATH will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
3. I allow ATH to give the information on this form and any attachments to the social services offices, other municipal service managers or district social services administration boards, housing providers, without further notice to me, if the information is necessary for the purpose of making decisions or verifying eligibility for assistance under the Housing Services Act 2011, the Ontario Works Act, 1997, the Ontario Disability Program Act, 1997, or the Child Care and Early Years Act, 2014
4. I allow ATH to give the information on this form and any attachments to the government of Canada, a department, ministry, or agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the Income Tax Act (Canada) or the Immigration Act.
5. I allow ATH to give the information on this form and any attachments to any government or body with whom ATH has made an agreement under the Housing Services Act 2011, without further notice to me, for the purpose of conducting research to a social benefit program or social housing or rent-geared-to-income assistance program.
6. I understand that any information on this form and any attachment given by the ATH to a body listed above is confidential and will only be given in accordance with the Housing Services Act 2011 and associated regulations.
7. I understand that that this information may be used to determine my credit worthiness. ATH and/or a housing provider may request and obtain personal information on an ongoing basis from credit bureaus from information they previously collected about me in order to assess my credit history.
8. The information provided herein and included with this Application is true and accurate to the best of my knowledge and belief and no information required to be given has been concealed or omitted.

The Criminal Code of Canada s.s 380 (1) states that everyone who by deceit, falsehood or other fraudulent means defrauds the public of any property, money, valuable security, or any service, is guilty of an offence.

Personal Information contained in this form or in attachments is collected by ATH pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.F31.) or the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for the housing applied to, continuation of housing and may be used for the appropriate rent-geared-to-income charge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_