

Instructions for Application for Market Rent Units

Please read the following instructions carefully

This application is for Market Rent accommodation. Market Rent is NOT geared to your income and accepting a Market Rent unit will NOT shorten your wait for subsidized housing. Page 11 through 15 of this application lists all CityHousing properties that have Market Rent units and the amount of rent payable.

Please do not select any properties that would require you to pay more than 50% of your gross monthly household income. CityHousing Hamilton will not place you on the waitlist for any properties that would require this.

If you cannot afford to pay market rent please go to Access to Housing (ATH) located at #110 - 350 King Street East and obtain an application for subsidized housing.

If your application is not completely filled in or documents are missing, it will be returned to you for further information and your application WILL NOT be processed.

CityHousing Hamilton has two refusal policy on our market rent units. This means that you can refuse up to two offers of housing before being removed from the waiting list. If you have two refusals or if you do not respond to an offer of housing for a property that you have selected (on two different occasions) your application will be cancelled and you will have to reapply, with a new application date. You will then wait until your name reaches the top of the wait list before receiving another offer.

Please remember if your information changes it is up to you to notify CityHousing Hamilton to update your information.

Before submitting your application, please make sure that you have included the following information:

Application Form

Your application form must be **completely** filled out and signed by every member of your household who is 18 years of age and over (except the witness' signature).

If you need additional space add additional paperwork to application.

Rental History

You must provide a minimum of 5 years detailed information about your rental history. You must provide enough information so that CityHousing Hamilton can contact the landlords you have listed on your application form for more information about your rental history.

Credit References

The Market Rent Division of CityHousing Hamilton may obtain a credit check from **Transunion**. If we are unable to obtain any information, we may request additional information from you.

Assessment of Ability to Pay Rent - Income Verification

You must include proof of current income for all household members listed on the application form. **Current income documentation must include ONE of the following**:

- a) 1 month of recent paystubs for each employed member of your household, showing their gross income; **or**,
- b) a recent cheque stub from social assistance; **or**,
- c) letter from Service Canada listing pensions; **or**,
- d) most recent Notice of Assessment from Revenue Canada; **or**,
- e) for self-employed members of the household income verification from a certified accountant or a certified copy of your most recent tax assessment including your T2125; **or**,
- f) a letter of employment for each employed member of your household, stating
 - 1. the name, address and phone number of the employer
 - 2. gross annual salary
 - 3. length of employment

Personal Identification

You must provide **two (2)** pieces of identification for each household member 18 years of age and over.

- 1. Copy of documentation that provides proof of Status in Canada.
- 2. One copy of photo identification.

Contact Information

General Inquiries: 181 Main St. W., Hamilton, ON L8P 4S1
Phone: 905-523-8496 ext. 5385
Email: chtenantplacement@hamilton.ca

Important Information

1. If your application is accepted, we will keep it on file for one year. It is your responsibility to contact the Market Rental office to keep the application active.
2. Units are rented on a first come first serve basis, when your **completed** application is received in our office, we will date stamp it and your application will become active.
3. Some properties may have waiting list for parking spots or may not provide parking at all.

CityHousing Hamilton – Smoke Free Policy

All CityHousing Hamilton properties are now non-smoking.

You may not smoke or vape within 9 metres of any CityHousing building / property **including within your own units**, balconies and front & back yards of townhouses

Please keep pages 1 to 3 for your records

Blank Page

Market Rent Application

Applicant: First & Last Name _____

Address _____ Unit #: _____

City _____ Postal Code _____

Phone Number _____ Alternate Phone _____

Email: _____

Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

Co-Applicant: First & Last Name _____

Relationship to Applicant _____

Address if different than Applicants

Address _____ Unit #: _____

City _____ Postal Code _____

Phone Number _____ Alternate Phone _____

Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

Other Members of Household

First & Last Name _____

Relationship to Applicant _____ Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name _____

Relationship to Applicant _____ Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name _____

Relationship to Applicant _____ Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name _____

Relationship to Applicant _____ Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name _____

Relationship to Applicant _____ Gender: Female Male Other

Preferred pronouns: he / him she / her Other (please specify) _____

Date of Birth _____ Status in Canada _____
(day/month/year) (Citizen, Landed Immigrant, etc.)

Rental History – Minimum 5 year of history

Applicant - Current Address _____ Unit #: _____
City _____ Postal Code _____
Landlord Name _____ Phone Number _____
Monthly Rent _____ Utilities extra..... yes no
Date you moved in _____ Date you plan to move out _____
Reason for moving out _____

Applicant - Former Address _____ Unit #: _____
City _____ Postal Code _____
Landlord Name _____ Phone Number _____
Monthly Rent _____ Utilities extra..... yes no
Date you moved in _____ Date you moved out _____
Reason for moving out _____

Applicant - Former Address _____ Unit #: _____
City _____ Postal Code _____
Landlord Name _____ Phone Number _____
Monthly Rent _____ Utilities extra..... yes no
Date you moved in _____ Date you moved out _____
Reason for moving out _____

Co-Applicant Same as above: yes no - if no, complete below

Co-Applicant - Current Address
Address _____ Unit #: _____
City _____ Postal Code _____
Landlord Name _____ Phone Number _____
Monthly Rent _____ Utilities extra..... yes no
Date you moved in _____ Date you plan to move out _____
Reason for moving out _____

Co-Applicant - Former Address _____ Unit #: _____
City _____ Postal Code _____
Landlord Name _____ Phone Number _____
Monthly Rent _____ Utilities extra..... yes no
Date you moved in _____ Date you moved out _____
Reason for moving out _____

Co-Applicant - Former Address _____ Unit #: _____
City _____ Postal Code _____
Landlord Name _____ Phone Number _____
Monthly Rent _____ Utilities extra..... yes no
Date you moved in _____ Date you moved out _____
Reason for moving out _____

Income / Employment History – This section must be completed or your application will be rejected

Applicant Name: _____

Monthly Sources of Income Total monthly Income \$ _____

- Employment \$ _____ ODSP / OW \$ _____
- Self Employed \$ _____ Private Pension(s) \$ _____
- Child Tax Benefit \$ _____ CPP & OAS \$ _____
- Mthly Support payment(s) \$ _____ Housing Allowance \$ _____
- Other \$ _____ **please specify**

Co-Applicant Name: _____

Monthly Sources of Income Total monthly Income \$ _____

- Employment \$ _____ ODSP / OW \$ _____
- Self Employed \$ _____ Private Pension(s) \$ _____
- Child Tax Benefit \$ _____ CPP & OAS \$ _____
- Mthly Support payment(s) \$ _____ Housing Allowance \$ _____
- Other \$ _____ **please specify**

CHECK LIST – See page 1 for instructions / information

- All information entered on application form
 - Building selection form
 - Verification of Income
 - 5 years of landlord history
 - Application form signed by all household members 18+ years
 - 2 pieces of identification for all household members 18+ years
-

RELEASE AND CONSENT

Here is your legal agreement with us. Read it carefully and sign.

I understand that there are laws that allow CityHousing Hamilton **to collect personal information about me**. I understand that CityHousing Hamilton will use the information I give them to see if I qualify for Market Rent housing.

I give CityHousing Hamilton permission to check the information that I have given them with the person or agency who can confirm the information. If I receive social assistance, live or have lived in subsidized housing, I allow CityHousing Hamilton to give the information on this form to the social assistance office.

Declaration

I give my word that everything I have written in this application is correct and complete. I understand that all information I give to CityHousing Hamilton will belong to them. If something on this application form is incorrect or not true, CityHousing Hamilton may cancel my application; take legal action; or both. I understand that only the people I have listed here may live with me. I give my word that I am in Canada legally. Before I can receive housing, I understand that I must pay back or make arrangements to pay any money I owe to any private landlord or subsidized housing agency.

Applicant Name: (please print) _____

Applicant Signature: _____ Date: _____

Witness: Name (Print Please) _____

Signature: _____ Date: _____

Declaration - Cont'd

Co-Applicant Name: (please print) _____

Co-Applicant Signature: _____ Date: _____

Witness: Name (Print Please) _____

Signature: _____ Date: _____

Signatures of household members age 18 years and over.

Household Member Name: (please print) _____

Signature: _____ Date: _____

Household Member Name: (please print) _____

Signature: _____ Date: _____

Household Member Name: (please print) _____

Signature: _____ Date: _____

Pursuant to the Housing Services Act, 2011, the information on this form will be used to determine your eligibility and suitability for housing with CityHousing Hamilton and is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this collection may be made to the MFIPPA Coordinator, 181 Main Street West 23rd floor, Hamilton, Ontario.

If, at first, you get an apartment that is not subsidized and later your income decreases, you may apply to have your name put on Access to Housing's waiting list for subsidized housing.

If you owe any money to a private landlord or to a non-profit housing agency, including CityHousing Hamilton we will not be able to accept your application until payment in full is shown or you can provide proof that you have made arrangements to pay back the landlord.

REMINDER

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Please remember if your information changes it is up to you to notify CityHousing Hamilton to update your information.

Rental amounts are subject to change each year.

Building Selection Form

- The buildings on this page are senior properties, please only select if you are a senior.
- Check the box beside the address you would like to apply for.
- Note the properties that do NOT have parking and do NOT have an elevator before selecting.
- Parking – some properties that do have parking spots may not have any available and have a waiting list.
- Please circle Am if you require a modified or barrier free apartment.

A = apartment / Am = modified or barrier free apartment

Senior Buildings					
Check Box	Address	Unit Type	Unit Sizes	2024 Monthly Rent	Notes
<input type="checkbox"/>	280 Fiddler's Green (Age 59.5+)	A	Bachelor	\$602	
<input type="checkbox"/>	360 King St. E. (1 st Place) (Age 55+)	A	Bachelor	\$524	
<input type="checkbox"/>		A	1 bdrm	\$820	
<input type="checkbox"/>		Am	1 bdrm	\$838	
<input type="checkbox"/>	500 MacNab St. N. (Age 59.5+)	A	Bachelor	\$744	
<input type="checkbox"/>	1100 Limeridge Rd. E. (Age 59.5+)	A	1 bdrm	\$890	
<input type="checkbox"/>		A	2	\$989	
<input type="checkbox"/>	68 – 69 Macassa Ave. (Age 59.5+)	A	1 bdrm	\$694	No elevator
<input type="checkbox"/>	723/727 Upper Sherman (Age 59.5+)	A	1 bdrm	\$694	No elevator
<input type="checkbox"/>	557 Queenston Road (Age 59.5+)	A / Am	1 bdrm	\$847	
<input type="checkbox"/>		A / Am	2 bdrm	\$1031	

All Age Buildings					
Check Box	Address	Unit Type	Unit Sizes	2024 Monthly Rent	Notes
<input type="checkbox"/>	106 Bay Street North	A / Am	1	\$1050	
<input type="checkbox"/>		A / Am	3	\$1550	
<input type="checkbox"/>	101 Broadway Avenue	A	1	\$849	no elevator
<input type="checkbox"/>	430 Cumberland Avenue	A	1	\$782	
<input type="checkbox"/>	170 East Avenue	A	1	\$789	
<input type="checkbox"/>	89 King Street East	A	1	\$846	no parking
<input type="checkbox"/>	95 King Street East	A	1 large	\$991	no parking
<input type="checkbox"/>		A	1 med	\$933	no parking
<input type="checkbox"/>		A	1 small	\$905	no parking
<input type="checkbox"/>	211 King Street East	A	1	\$905	
<input type="checkbox"/>	1781 King Street East	A	1	\$857	no elevator
<input type="checkbox"/>	1884 Main Street West	A	1	\$839	
<input type="checkbox"/>	1900 Main Street West	A	1	\$807	
<input type="checkbox"/>		Am	1	\$883	
<input type="checkbox"/>	8 Roxanne Drive	A	1	\$904	

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