

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 age and Canadian citizenship include:</p> <ul style="list-style-type: none"> • Canadian Birth Certificate; • Canadian Citizenship Card • Statement of Live Birth • Canadian Passport <p>To verify permanent residency, include:</p> <ul style="list-style-type: none"> • Permanent Resident Card; • Documentation from Citizenship and Immigration Canada <p>To verify refugee claimant status, include:</p> <ul style="list-style-type: none"> • Written notice from the Immigration and Refugee Board (IRB) of Canada that the refugee claim is under consideration or in pre-removal risk assessment; |
| <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"> • For Applications submitted between January and June, net income (Line 23600) from the tax year before the previous year. • For Applications submitted between July and December, net income (Line 23600) from the previous tax year. |
| <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 <i>"Access to Housing – Special Needs Form"</i> |
| <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 | |
|--------------------------------|--|
| Building Selection Form | 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. |
| Co-Operative Housing | 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. |
| Homeless Status | Homeless status is special consideration which is given to people who are homeless and includes people who are: <ul style="list-style-type: none"> – Persons burned out of their places of residence – Without shelter – Living in temporary or emergency housing or – Living in a house condemned by the municipality or – About to be discharged from a care facility or – About to be evicted for reasons outside of an alleged breach of the Tenant Protection Act by the tenant – Separated from other family members due to a lack of housing |
| *Newcomer Status | 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. |
| Non-Profit Housing | 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 | | | | |
|------------------------------|---|--------------------------|---|--|
| Priority Status | 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. | | | |
| Rent-Geared-To-Income | Rent-geared-to-income is rent which is based on household income and/or social assistance benefits. | | | |
| Supportive Housing | Housing in which the tenant receives staff support or care from one or several agencies. | | | |
| Terminally Ill Status | 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 | | | |
| Urgent Status | 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. | | | |
| *Youth Status | The applicant is sixteen to seventeen years old | | | |
| Assets | 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.

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

| Section 2: Co-Applicant Information (continued) | | |
|---|---|---|
| Telephone | | |
| Home () | Cell () | Work () |
| Current address if different from mailing address | | |
| Unit | Address | |
| City/Town | Province | Postal Code |
| 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 | | |
| <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? | | |
| Person to call as an alternate contact or to act as your interpreter: | | |
| Name | Telephone | |

Application for Housing

Section 3: People who will be living with you

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

| First Name | Last Name | Date of Birth (mm/dd/yyyy) | Male/Female | Relationship to Applicant |
|------------|-----------|-------------------------------|-------------|------------------------------|
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****Please include additional household members on a separate piece of paper.**

Is any member of your household pregnant? ☐ Yes ☐ No
(A doctor's note is required)

If yes, date expected:

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

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 | | |
| Total Annual Household Income \$ | | | |

Application for Housing

Section 5: Asset Information

To be eligible for subsidized housing in Hamilton, the household's total assets must be less than \$50,000 for a single applicant or \$100,000 for a family application. Some assets are not counted toward the limit (see definition of terms pg.4). You are also responsible to update your application if there is a change to your assets.

Do Not provide any documents to verify your assets with this application. However, you will need to provide verification of the value and ownership of each asset when receiving a housing offer.

Are all members of the household in receipt of OW or ODSP?

- ☐ Yes: **Do not** complete this section and proceed to Section 6 of the application.
- ☐ No: List all assets owned by each person in the household 16 years of age and older.

| Name of Household Member | Type of Asset | Value \$ |
|------------------------------------|---------------|----------|
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| Total Value of Household Assets \$ | | |

Application for Housing

Section 6: Where you live now

Are you currently:

☐ Homeowner

☐ Renting

☐ Private landlord

☐ Subsidized housing

Monthly rental payments \$ _____

Are you currently receiving a rent-geared-to-income subsidy or Housing Allowance? ☐ Yes ☐ No

Is this a transfer request? ☐ Yes ☐ No

☐ Living in temporary accommodation (please specify)

☐ With friends

☐ With relatives

☐ In a shelter

☐ In a hotel/motel

☐ In a trailer park

☐ Other (Please specify): _____

Do you currently own property in Canada or outside of Canada? ☐ Yes Value \$ _____
☐ No

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-geared-to-income housing under the Housing Services Act or Provincial Offences Act or a crime under the Criminal Code in relation to rent-geared-to-income housing?

☐ Yes ☐ No

Application for Housing

Section 8: General Information

I am able to live independently ☐ Yes ☐ No

Number of bedrooms needed

☐ Bachelor ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more

Section 9: Special Needs/Exceptional Circumstances

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 **Priority Status**?

If yes, ensure contact information in section 1 is a safe address and phone number.

☐ Yes ☐ No

Are you in an abusive relationship which qualifies you for **Urgent Status**?

☐ Yes ☐ No

Is this an urgent application due to a **Terminal Illness**?

☐ Yes ☐ No

Are you applying for **Homeless Status**?

☐ Yes ☐ No

Are you applying for **Newcomer Status**?

☐ Yes ☐ No

Are you applying for **Youth Status**?

☐ Yes ☐ 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: _____