

# SIGNING YOUR ONLINE APPLICATION:

## A guide for applicants



York Region has launched an online portal for subsidized housing applicants that lets you easily check the status of your application, change building selections and update information. The online portal is a faster, more convenient way to manage your subsidized housing application. In the future, York Region will use the online portal to offer available units.

Signing and submitting the Release, Consent and Declaration form is required to successfully complete the registration process and access the online portal.

This document provides additional resources to help you create a digital signature and sign your online application.

# Signing and submitting your online registration

When you register for the online portal, each household member over the age of 16 must electronically sign the Release, Consent and Declaration for the application.

Signing and submitting the Release, Consent and Declaration form is required to successfully complete the registration process and access the online portal.

You must follow these steps to add an electronic signature for each household member over 16:

- a. Select "Click here to sign". A summary of your application will open. It may take a minute for the document to pop up.

The screenshot shows the 'My Application' page with an 'Application Progress' bar at 97%. A sidebar on the left lists various application sections, with 'Sign and Submit' highlighted by a green arrow. The main content area includes a search bar and a table of documents to be signed. The table has three columns: 'Document', 'View', and 'Sign'. The third row in the table has a 'Click here to Sign' button highlighted by a green arrow.

Document	View	Sign
Documents for Applicant <b>Live3 Testing3</b> to Sign	<a href="#">View Document (Signed)</a>	Signing Complete
Documents for Applicant <b>Live3 Testing3</b> to Sign	<a href="#">View Document (Signed)</a>	Signing Complete
Documents for Applicant <b>Live3 Testing3</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click here to Sign</a>
Documents for Co-Applicant <b>My Coapp Live</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click here to Sign</a>
Documents for Member <b>live test twin</b> to Sign	<a href="#">View Document (Signed)</a>	Signing Complete
Documents for Member <b>live test twin</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click here to Sign</a>

Scroll to the bottom of the document, click on the sign button, and then submit.

- b. You will be asked to read a consent form to use your electronic signature. When you are ready to sign, click "Agree and Continue."

TERMS > SIGN > DOCUMENT

**Acknowledgment of Option to Use or Not Use Electronic Signature Functionality**  
I understand that I am not required to sign the lease or any renewals or extensions or receive any notices under the lease electronically. If I prefer to sign with my physical signature, I understand that I may obtain a physical copy of the executable documents from the property owner or manager, complete it, physically sign it and return it to the property owner or manager at the property of interest, or from whom I am renting at the address identified by the property owner or manager.

**Ability to Withdraw Consent to the Use of My Electronic Signature**  
I understand that, prior to my execution of the documents, I may withdraw my consent to use the electronic signature functionality and/or my consent to provide notices under the lease to me in electronic form or to receipt of any notice in electronic form by contacting the property owner or manager. I further understand that, after my execution of the lease and prior to any renewals or extensions of the lease or receipt of any notice in electronic form, I may withdraw my consent provided above to use my electronic signature instead of a physical signature or my consent to be provided notices under the lease to me in electronic form or to receipt of any notice in electronic form by providing written notice to the property owner or manager from whom I am renting.

**Physical Signatures May Delay the Signing Process**  
I acknowledge and understand that executing the lease by a physical signature may result in, among other things, a delay in the leasing process, and the potential for the lease not to be approved by the property manager due to delays.

**System Requirements to Utilize the Electronic Signature Functionality**  
To utilize the Electronic Signature functionality, a web browser that supports the HTTPS protocol, HTML, and cookies (e.g., including but not limited to, current versions of Chrome, Firefox, Internet Explorer, or Safari) will be needed. Viewing PDF documents requires Adobe Acrobat/Reader or similar software.

**Instructions to Change Consent and/or Update Contact Information**  
I understand that I should contact the property owner or manager directly to request paper copies of documents, withdraw consent to conduct business electronically, and/or update my contact information.

**Save My Signature Consent and Disclosure**  
By clicking "Save & Continue" at the next screen, I agree and consent to the use of my electronic signature, inclusive of my chosen signature and initials, instead of a physical signature to execute all documents chosen including legally binding contracts, and agree to be bound by the terms thereof as if I had signed each document with my physical signature.

DISAGREE AGREE & CONTINUE

- c. Create your electronic signature

### Create Your Signature

Use your mouse or finger to create your signature. You can [choose a script signature](#) instead.

Your Signature

[Clear Signature](#)

Your Initials

[Clear Initials](#)

You create your signature by:

1. Using your mouse or finger to write your signature and initials in the text boxes
2. Clicking "choose a script signature," which will allow you to choose a font for your name and initials

Click "Save and Continue" to save your signature.

Each household member over the age of 16 must complete this process.

- d. Add your signature to the Release, Consent and Declaration by clicking the yellow "Sign" button next to the name of the applicant. Click the "Date" button to add the date



**Release, Consent and Declaration**

All members of the household 16 and older must sign this form.

A. I agree that York Region may collect, use, and share personal information provided by me for the purpose of:

- I. determining if I am eligible to receive housing benefits or other benefits offered by York Region for which I apply or may become eligible for or housing benefits offered by York Region on behalf of a government agency or ministry; or for
- II. evaluating the quality of housing services or other services offered by York Region or offered by York Region on behalf of a government agency or ministry to determine if the services can be improved.

B. For the purpose of the Housing Services Act, 2011, I understand that my personal information can be shared, in accordance with law, for the purpose of determining my eligibility for benefits under the Ontario Works Act, 1997, the Ontario Disability Support Program Act, 1997, and the Child Care and Early Years Act, 2014, as applicable with York Region's Community and Health Services Department and government agencies/ministries responsible for overseeing programs under these laws.

C. For the purposes of the Housing Services Act, 2011, I agree that my information can be shared, in accordance with law, to a provincial or federal government agency, as applicable, that administers, enforces, or conducts research relating to the Taxation Act, 2007, the Income Tax Act, the Income Tax Act (Canada) or the Immigration and Refugee Protection Act (Canada)

D. I understand that the laws that permit York Region to collect and share my personal information include the Municipal Freedom of Information and Protection of Privacy Act, the Housing Services Act, 2011, and the Ontario Works Act, 1997.

E. I understand that there may be other instances when the Region may be required to share my information, as required by law.

F. I understand that if I have any questions about York Region's collection, use, and sharing of my personal information I can speak to the following person to get answers

The Regional Municipality of York Housing  
Access Unit  
17150 Yonge Street, 5th Floor Newmarket,  
ON L3Y 8V3  
1-877-464-9675 ext. 72470  
Program Manager, Housing Access

G. I have been provided a copy of and understand the requirements of applying for subsidized housing.

H. I know the information I have provided on this form will be used by York Region to determine if I am eligible to receive housing benefits or other benefits for which I apply or may become eligible.

I. I confirm that all of the information on this form is true and I have not left any important information out.

J. I understand and agree that if York Region determines that the information on this form is not true, York Region can cancel my application and/or stop my benefits and services and can make me pay York Region back.

K. The Region will from time to time, audit applicant files to check the accuracy of the information included in this form

Name of household member	Signature	Date (dd/mm/yyyy)
York Test	<input type="button" value="Sign"/>	<input type="button" value="Date"/>
Bob Robot		
York Test		



Name of household member	Signature	Date (dd/mm/yyyy)
York Test	<input type="button" value="✓"/>	<input type="button" value="✓"/>
Bob Robot		
York Test		

← Once you have added an electronic signature, you will see two green check marks next to the name of that household member.

When all household members over the age of 16 have signed the document, click "Next" to complete your online registration and see a summary of your application. **Your account is now registered!**

**Contact ACCESS YORK for assistance**  
 1-877-464-9675  
 accessyork@york.ca  
 Hours of operation: Monday to Friday from 8:30 a.m. to 4:30 p.m.