

I _____ am requesting to be added to the
application of _____, HAU Client # _____

I understand that my eligibility will be determined before being added to the application.

ALL questions and sections MUST be answered.

SECTION 1 – NEW HOUSEHOLD MEMBER INFORMATION

First name _____ Last name _____
Sex: Male Female Date of birth (mm/dd/yy) _____
Relationship to primary applicant: Spouse Child Parent Other

**You must have legal status in Canada. Attach a copy of the document that proves your status in Canada.
(Canadian citizen, permanent resident, refugee claimant)**

CURRENT LANDLORD OR PROPERTY OWNER INFORMATION

Are you currently living with the primary applicant? Yes No

If yes, when did you move in with the primary applicant? (mm/dd/yy)

If you do not live with the primary applicant, provide your current address and landlord information.

Street number _____ Street name _____
Apartment number _____ City/Town _____ Postal code _____
Current landlord/ property management _____
Landlord/ property management address _____
Phone number _____ Date moved in (mm/yy) _____

****Provide your Notice of Assessment and T1 General income tax for the most recent tax year. If you do not have a Notice of Assessment or T1 General you can request one by calling the Canada Revenue Agency at 1-800-959-8281 or visit canada.ca/en/revenue-agency**

SECTION 1 – NEW HOUSEHOLD MEMBER INFORMATION

I would like to add the following household members to this application. (Attach proof of legal status in Canada for each household member).

First name	Last name	Relationship to primary applicant	Sex (M/F)	Date of birth (mm/dd/yy)	Status in Canada (Canadian Citizen, Permanent Resident, Refugee, Refugee Claimant, Applied for Permanent Residency or Sponsored)

Is a baby expected? Yes No If yes, date expected

Do you share custody of the children listed in this application? Yes No

If yes, please provide custody documentation.

Do you own, or are you the co-owner of any property in Canada or another country? Yes No

If yes, provide the address

What is the estimated value?

SECTION 2 – TENANCY INFORMATION

CURRENT OR PREVIOUS SUBSIDIZED HOUSING INFORMATION

Have you or anyone listed on this application ever lived in subsidized housing? Yes No

If yes, Name of person who lived in subsidized housing

Name of housing provider

What was your address in subsidized housing?

Street number Street name

Apartment number City/Town

Province Postal code

Date moved in (mm/yy) Date moved out (mm/yy)

Do you or anyone listed in your application owe money to the above or to any other social housing provider? Yes No

If yes, how much do you owe? \$

Do you have a repayment agreement? Yes No

If yes, please attach a copy of the repayment agreement.

! If you owe money to a social housing provider, you must attach a copy of the repayment agreement, signed by the social housing provider. We must have proof that you have an agreement in place before we can process your application. If you owe money and do not have a repayment agreement, your name will not be added to the waiting list.

PREVIOUS ADDRESSES

List the addresses where you have lived for the past three years.

Street number Street name

Apartment number City/Town

Province Postal code

Date moved in (mm/yy) Date moved out (mm/yy)

Landlord name Landlord phone number

Street number	Street name	
Apartment number	City/Town	
Province	Postal code	
Date moved in (mm/yy)		Date moved out (mm/yy)
Landlord name		Landlord phone number
Street number	Street name	
Apartment number	City/Town	
Province	Postal code	
Date moved in (mm/yy)		Date moved out (mm/yy)
Landlord name		Landlord phone number

SECTION 3 – INCOME INFORMATION

Fill in the monthly income (before deductions) for you and each person in your household 16 years of age and older. **Please refer to page 7 for examples of income. The annual household income from all sources must be less than \$80,000 to be eligible for subsidized housing in York Region.**

Note: For each member of your household aged 16 years or older, you must provide a copy of the Notice of Assessment and T1 General for the most recent tax year. If you do not have a Notice of Assessment or T1 General you can request one by calling the Canada Revenue Agency at 1-800-959-8281 or visit canada.ca/en/revenue-agency

Name of household member (first name, last name)	Income source	Gross monthly amount
John Smith	ABC Company	\$825
Mary Smith	ODSP	\$925

SECTION 4 – ASSET INFORMATION

List all assets owned by you and each person in your household 16 years of age and older.

You must also declare any assets that you own with someone else.

Your household’s total assets must be less than \$75,000 to be eligible for subsidized housing in York Region. Some assets, including Registered Retirement Savings Plans, Registered Education Savings Plans and Registered Disability Savings Plans are not counted toward the limit. You must still declare these assets when you apply. You are also responsible to update your application if there is a change to your assets. You will need to provide verification of the value and ownership of each asset when you are closer to a housing offer.

Examples of assets are included on page 7. If you own an asset that is not on the list, it may still need to be declared. If you have questions about what you need to declare, please contact Housing Access, 1-877-464-9675.

Name of household member (first name, last name)	Asset/Investment type	Value (\$)
John Smith	Registered Retirement Saving Plan	\$45,000
Mary Smith	Tax Free Savings Account	\$25,000

Do you own, or are you the co-owner of any property in Canada or another country? Yes No

If yes, provide the address

What is the estimated value?

What is the amount of any mortgage owed on the property?

What is the amount owed on any loan or line of credit secured against the property?

Are there any assets that you or a member of your household owned that you have gotten rid of in the last three years? Yes No

If yes, what are the assets that you no longer own, what is their value and why do you no longer own them?

SECTION 5 – 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
 - 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 (mm/dd/yy)

DEFINITION OF INCOME

'Income' means ALL income (i.e. gross income), benefits and gains of every kind and from every source.

DEFINITION OF ASSETS

'Assets' include any savings, investments and property owned by any member of your household over the age of 16.

EXAMPLES OF INCOME**Work/benefits/education**

- Full-time, part-time, casual, seasonal
- Self-employed
- Disability pay, sickness pay, long term income protection plan, Employment Insurance, etc.
- Commissions, overtime pay, vacation pay, bonuses, etc.
- Support payments received
- Maternity leave top-up by employer
- Full/part-time student

Pension

- Old Age Security (OAS)
- Guaranteed Annual Income System (GAINS)/ Guaranteed Income Supplement (GIS)
- Canada/Provincial Pension Plan - (CPP), (QPP)
- Government pensions from other countries
- Company pensions, private pensions, etc.
- Civilian war pensions
- Public service pensions

Payments and allowances

- Workers Safety Insurance Board (WSIB) payments
- Ontario Works (OW)
- Ontario Disability Support Plan (ODSP)
- Military or Militia or Civil Defense allowance
- Immigration allowance
- War Veteran's allowances
- Training allowances
- Payments from Children's Aid Society

EXAMPLES OF ASSETS**Assets/investments that count toward the asset limit:**

- Bank accounts (savings accounts and chequing accounts, Tax-Free Savings Accounts (cash), overseas or foreign accounts, etc.)
- Investments (stocks and bonds, annuities, stocks, shares, bonds, term deposits, Guaranteed Investment Certificates (GICs), mutual funds, overseas or foreign investments, Tax-Free Savings Accounts (investments), etc.)
- Real estate equity (the value of the property as determined by the current MPAC assessment, minus the amount of any mortgage(s) owing and any balance owing on any loans/lines of credit secured against the property)

Assets/investments that are exempt from the asset limit:

- Registered accounts/investments (Registered Disability Savings Plan (RDSP), Registered Retirement Savings Plan (RRSP), Registered Retirement Income Fund, Locked-in Retirement Account, Locked-in Income Fund, Registered Education Savings Plan (RESP), etc.)
- Personal motor vehicles
- Life insurance with a cash surrender value up to \$100,000
- Prepaid funerals
- Business assets (business bank accounts, business property, business vehicle, taxi license) up to \$20,000
- Trust fund for a person with disability, up to \$100,000