

# Application for Subsidized Housing

## **Eligibility Requirements**

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To be eligible for subsidized housing, you must meet all of the following conditions:

- ✓ At least one member in the household must be 16 years or older
- ✓ All members of the household must be a Canadian Citizen, Permanent Resident or have Refugee Claimant Status
- ✓ No member of the household is currently under a deportation, departure or exclusion order to leave Canada
- ✓ No member of the household owes money to a social housing provider
- ✓ No member of the household has been convicted of an offence within the past two years under the *Housing Services Act* (HSA), the *Social Housing Reform Act* or the *Criminal Code* in relation to the receipt of rent-geared-to-income assistance
- ✓ If you own a home or rent any other property, you must agree to sell it or terminate the lease within 180 days of being housed
- ✓ You must be able to live independently, with or without supports

## **Completing the Application**

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- ✓ Please print clearly
- ✓ Complete all sections of the application form. If your application is incomplete, you will not be placed on the waiting list
- ✓ Provide proof of your status in Canada for all members of the household
- ✓ Sign Section 8 - Release, Consent and Declaration
- ✓ Mail, deliver or email your application to Housing Access Unit

## **Keep Your Application Up to Date:**

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- ✓ You are responsible to notify Housing Access Unit within 30 business days of any changes to your information in order to stay on the waiting list
- ✓ You must update your application at least once a year
- ✓ Applications that are not updated will be cancelled and your name will be removed from the waiting list

### **The Regional Municipality of York**

Housing Access Unit

17310 Yonge Street, Unit 9

Newmarket, ON L3Y 7R8

Phone: 1-877-464-9675 or TTY: 1-866-512-6228

Fax: 905-830-5023

Email: [Housing.Access@york.ca](mailto:Housing.Access@york.ca)



Please print clearly. All sections must be completed in full. If your application is not completed in full, it will be returned to you.

Office Use Only

Client Number

# Application for Subsidized Housing

## Section 1 – Your Information

### Main Applicant

Last name:

First name:

Sex:

Marital Status:

M

F

Single

Married

Divorced/ Separated

Widowed

Other

Current street address:

Apartment #:

City:

Postal code:

Home phone:

Mobile phone:

Email:

Can you take calls at work?

Work phone:

Ext:

Best time to call:

Yes

No

Mailing address (if different than above):

a.m.

p.m.

Street address:

Apartment #:

City:

Province:

Postal code:

### **Alternate Contact Information**

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Calls about your application are made during the day. If you are not available, please provide an alternate contact we can talk to about your application:

Contact's name: Contact's phone number: Relationship to applicant:

Contact's name: Contact's phone number: Relationship to applicant:

Do you need an interpreter: What language do you speak?

Yes No

Interpreter's name: Interpreter's phone number:

Do you give us permission to talk about your application with the interpreter?

Yes No

## **Section 2 – Household Members**

List the names of all adults and children (including yourself) who will live with you in subsidized housing. **You must attach proof of your legal status in Canada for all household members. See the Application Checklist for examples of required documents.**

**Application for Subsidized Housing - 3 of 11**

First name	Last name	Relationship to you	Sex (M/F)	Date of birth (mm/dd/yy)	Status in Canada <b>Choose one:</b> Canadian Citizen, Permanent Resident, Refugee or Refugee Claimant, Applied for Permanent Residency, Sponsored
		self			

Do all family members currently live with you?

Yes      No

Is a baby expected?

Yes      No      If yes, date expected:

Do you share custody of the children listed in this application? If yes, please provide custody documentation.

Yes      No

## Section 3 - Present Accommodation

Please provide information about your current landlord or tell us if you are a property owner.

Current landlord:

Phone number:

Street address:

Apartment #:

City:

Province:

Postal Code:

Current living situation:

Own/co-own

Rent

Temporary

Staying with relative/friend

No permanent address

How much rent do you pay?

Date moved in (mm/yy):

### **Previous Addresses – List the addresses where you have lived for the past 3 years**

Street address:

Apartment #:

City:

Province:

Postal Code:

Date moved in (mm/yy):

Date moved out (mm/yy):

Landlord name:

Landlord phone number:

## Application for Subsidized Housing - 5 of 11

Street address:

Apartment #:

City:

Province:

Postal Code:

Date moved in (mm/yy):

Date moved out (mm/yy):

Landlord name:

Landlord phone number:

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Street address:

Apartment #:

City:

Province:

Postal Code:

Date moved in (mm/yy):

Date moved out (mm/yy):

Landlord name:

Landlord phone number:

### **Current or Previous Subsidized Housing Information**

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Have you or anyone listed on your 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 address:

Apartment #:

City:

Province:

Postal Code:

Date moved in (mm/yy):    Date moved out (mm/yy):    Reason for moving out:

Do you or anyone listed in your application owe rental arrears 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 housing provider, you **must** attach a copy of the repayment agreement, signed by the housing provider. We must have proof that you have an agreement in place before we can process your application. If you have arrears owing and do not have a repayment agreement, your name will not be added to the waiting list.

## **Accommodation Requirements**

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Housing Access will determine the number of bedrooms you are eligible for according to occupancy standards for your household size.

**Modified Accomodation**

There are a limited number of social housing units that have been modified for people with physical disabilities. These units have varying types of modifications, which can be the design and shape of the rooms, size of doorways, roll-in showers, grab-bars and door handles. For more details on modified units view [york.ca/housing](http://york.ca/housing).

Do you need a modified unit for a physical disability?

Yes      No

If yes, a medical form will be mailed to you for your doctor complete.

**Section 4 – 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 the Application Checklist for examples of possible income.**

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



## Section 5 – Asset Information

List all assets owned by you and each person in your household 16 years of age and older. **See the Application Checklist for examples of assets.**

Name of household member (first name, last name)	Asset/Investment type	Value (\$)

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 6 – Location Preferences

Please select the municipalities you wish to be on the waiting list for:

Aurora      East Gwillimbury      Georgina      King      Markham      Newmarket  
 Richmond Hill      Vaughan      Whitchurch/Stouffville

As you get closer to the top of the waiting list, we will send you a Building Selection form.

# Travel Time Map

## Estimated Travel Time

**North**  
Keswick,  
Sutton,  
Pefferlaw

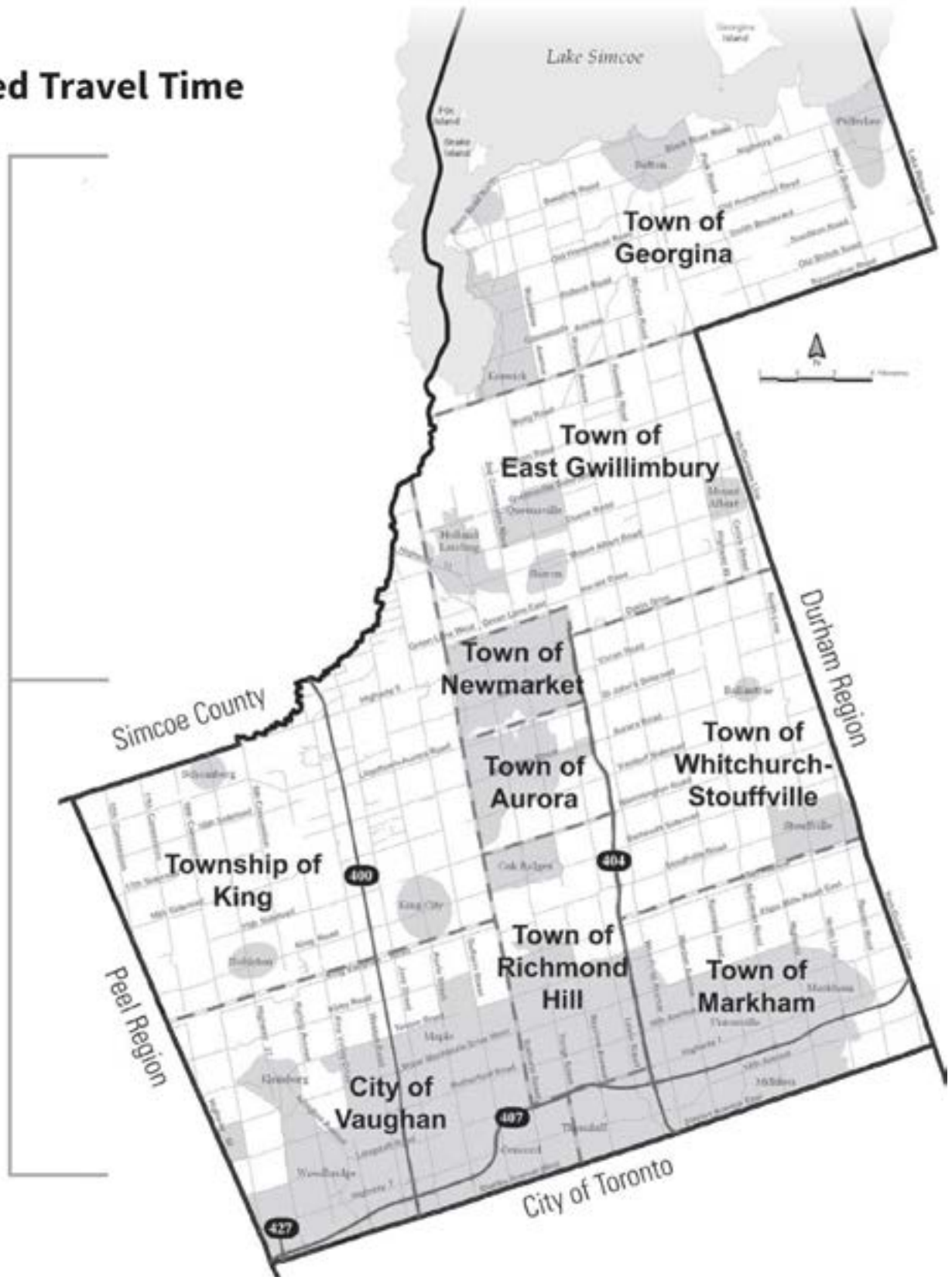
90 minutes  
from  
downtown  
Toronto

**Central**  
Aurora,  
Newmarket,  
Oak Ridges

60 minutes  
from  
downtown  
Toronto

**South**  
Markham,  
Richmond  
Hill,  
Vaughan

30 minutes  
from  
downtown  
Toronto



## Section 7 – Application for Special Priority for Domestic Abuse

**Special Priority is intended to help victims of abuse permanently separate from their abuser.**

Special Priority is only given to applicants whose safety is at risk because they live with someone who is abusing them. It does not apply to applicants who want to separate from someone because a relationship is not working.

Complete this section **only if** you are applying to the waiting list because **someone that you live with, or have lived with in the last 3 months**, is abusing you.

You will also need to complete the Special Priority Application package which Housing Access will send to you.

Name of person requesting priority:

Name of abusive person:

Relationship with abusive person:

Are you currently living with the abusive person?

I am currently living with this person and intend to permanently live apart from them

I have not lived with this person since:

day:            month:            year:

If you are still living with the abusive person, provide a **safe mailing address** where you can be contacted:

Street address:

Apartment #:

City:

Postal code:

Safe Daytime Phone:

## Section 8 – Release, Consent and Declaration

Make sure you sign this section

- A. I agree that York Region may collect the personal information on this form for the purpose of:
  - i. determining if I am eligible to receive housing benefits and/or any other community services offered by York Region or any of its partners; and
  - ii. evaluating the quality of community services delivered by York Region and its partners so that the Region can improve them
- B. I agree that, if all laws protecting my personal information are complied with, York Region may share my personal information with any York Region partner for the purpose of determining if I am eligible to receive any community services
- C. I understand that York Region’s partners include not for profit community agencies, the Government of the Province of Ontario and the Government of Canada
- D. I understand that if I have any questions about York Region’s collection and sharing of my personal information I can speak to the following person to get answers:
  - The Regional Municipality of York
  - 17310 Yonge Street, Unit 9
  - Newmarket, ON L3Y 7R8
  - 1-877-464-9675 ext. 72470
  - Program Manager, Housing Access
- E. 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 *Municipal Act*, the *Housing Services Act*; and the *Ontario Works Act*
- F. I know that the information I have provided on this form will be used by York Region to determine if I am eligible to receive housing benefits and/or any other community services offered by York Region and its partners
- G. I confirm that all of the information on this form is true and that I have not left any important information out
- H. I understand, and agree, that if York Region determines that the information on this form is not true York Region can stop my benefits and services and can make me pay York Region back

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

**Name of household member**

**Signature**

**Date (mm/dd/yy)**



# Application Checklist for Subsidized Housing

## Status in Canada

For each member of your household you **must** include proof of your status in Canada. Include a copy of one of these documents:

- ✓ Canadian birth certificate
- ✓ Canadian citizenship document, 8 1/2 x 11 paper form (both sides)
- ✓ Permanent resident card (both sides)
- ✓ Record of landing
- ✓ Convention refugee documentation and/or
- ✓ Refugee claimant form

We do not accept your Health Card or Driver's Licence as proof of your status in Canada.

## Make sure you also have:

- ✓ Completed all sections of the form
- ✓ Signed Section 8 - Release, Consent and Declaration

If you do not complete all sections of this application form, or do not include citizenship documentation for all household members, the application will be returned to you without placing you on the list.

## Your completed application can be:

- **Mailed or delivered to:**  
The Regional Municipality of York  
Housing Access Unit  
17310 Yonge Street, Unit 9  
Newmarket, ON L3Y 7R8  
Phone: 1-877-464-9675 or TTY: 1-866-512-6228
- **Emailed to:**  
Housing.Access@york.ca
- **Faxed to:**  
905-830-5023

Housing Access does not provide emergency housing. We are unable to house people who may have immediate housing needs.

## **Definition of Income**

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

## **Examples of Income and Assets**

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### **Work/Benefits/Education**

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- 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
- Ontario Works (OW)
- Ontario Disability Support Plan (ODSP)
- Military or Militia or Civil Defence Allowance
- Immigration Allowance
- War Veteran’s Allowances
- Training Allowances
- Canada Manpower Retraining Allowance
- Payments from Children’s Aid Society

### **Pension**

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- 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**

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- Workers Safety Insurance Board Payments (WSIB)

### **Assets/Investments**

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- A licence which gives you income (example: taxi licence)
- Investments (annuities, guaranteed investment certificates (GICs), stocks or shares, bonds, debentures, mortgages, loans, notes or term deposits, etc.)
- Bank Account (including joint bank accounts), Tax Free Saving Accounts (TFSA), mutual funds, GICs, overseas accounts, etc.
- Registered Retirement Savings Income Fund (RRIF)
- Life insurance
- Registered Retirement Savings Plan (RRSP) – indicate if “locked in”
- Registered Education Savings Plan (RESP)
- Property (home, cottage, etc) – in Canada and other countries