

SIGNER VOTRE DEMANDE EN LIGNE :

Guide à l'intention des demandeurs



La région de York a lancé un portail en ligne pour les demandeurs de logements subventionnés qui vous permet de vérifier facilement l'état de votre demande, de modifier vos choix de bâtiments et de mettre à jour vos informations. Le portail en ligne est un moyen plus rapide et plus pratique de gérer votre demande de logement subventionné. À l'avenir, la région de York utilisera le portail en ligne pour proposer des unités disponibles.

La signature et l'envoi du formulaire de décharge, de consentement et de déclaration sont nécessaires pour mener à bien la procédure d'inscription et accéder au portail en ligne.

Ce document fournit des ressources supplémentaires pour vous aider à créer une signature numérique et à signer votre demande en ligne.

Signer et soumettre votre inscription en ligne

Lorsque vous vous inscrivez au portail en ligne, chaque membre du ménage âgé de plus de 16 ans doit signer électroniquement la décharge, le consentement et la déclaration pour la demande.

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Vous devez suivre les étapes suivantes pour ajouter une signature électronique pour chaque membre du ménage âgé de plus de 16 ans :

- a. Sélectionnez « Cliquez ici pour signer ». Un résumé de votre demande s'ouvre. L'affichage du document peut prendre une minute.

The screenshot shows the 'My Application' interface. On the left, a sidebar lists various application sections, with 'Sign and Submit' highlighted by a green arrow. The main content area shows an 'Application Progress' bar at 97%. Below this, there is a section for document management with a search bar and a table of documents. The table has three columns: 'Document', 'View', and 'Sign'. The 'Sign' column contains 'Click here to Sign' buttons for documents that are not yet signed. A green arrow points to one of these buttons.

Document	View	Sign
Documents for Applicant Live3 Testing3 to Sign	View Document (Signed)	Signing Complete
Documents for Applicant Live3 Testing3 to Sign	View Document (Signed)	Signing Complete
Documents for Applicant Live3 Testing3 to Sign	View Document (Unsigned)	Click here to Sign
Documents for Co-Applicant My Coapp Live to Sign	View Document (Unsigned)	Click here to Sign
Documents for Member live test twin to Sign	View Document (Signed)	Signing Complete
Documents for Member live test twin to Sign	View Document (Unsigned)	Click here to Sign

Showing 1 to 6 of 6 entries

Faites défiler le document jusqu'en bas, cliquez sur le bouton « signer », puis soumettez.

b. Il vous sera demandé de lire un formulaire de consentement à l'utilisation de votre signature électronique. Lorsque vous êtes prêt à signer, cliquez sur « Accepter et continuer »

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. Créez votre signature électronique

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](#)

Pour créer votre signature :

- 1 Utiliser la souris ou le doigt pour écrire votre signature et vos initiales dans les zones de texte
2. Cliquer sur « choisir une signature script », ce qui vous permettra de choisir une police de caractères pour votre nom et vos initiales

Cliquez sur « Enregistrer et continuer » pour enregistrer votre signature.

- d. Ajoutez votre signature à la décharge, au consentement et à la déclaration en cliquant sur le bouton jaune « Signer » à côté du nom du demandeur. Cliquez sur le bouton « Date » pour ajouter la 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bob Robot		
York Test		

← Une fois que vous avez ajouté une signature électronique, vous verrez deux coches vertes à côté du nom du membre du ménage.

Lorsque tous les membres du ménage âgés de plus de 16 ans auront signé le document, cliquez sur « Suivant » pour terminer votre inscription en ligne et voir un résumé de votre demande. **Votre compte est maintenant enregistré !**

Contactez ACCESS YORK pour obtenir de l'aide
1-877-464-9675
accessyork@york.ca
Heures d'ouverture : Du lundi au vendredi de 8 h 30 à 16 h 30