



Application For Community Housing

Please return your completed application and all required documentation to an Access Site near you.

Incomplete applications will not be processed until all required information and documentation has been received.

COMMUNITY HOUSING ACCESS CENTRE

235 King Street East, 6th Floor, Kitchener, ON N2G 4N5
Phone: 519-575-4833 Fax: 519-893-8648 TTY: 519-575-4605
E-mail: chac@region.waterloo.on.ca
Website: www.region.waterloo.on.ca/chac



Region of Waterloo

Application Checklist

For each member of your household, you MUST include proof of your:

<input type="checkbox"/>	Status in Canada	<p>Include a copy of one of these documents:</p> <ul style="list-style-type: none"> ▪ Canadian birth certificate (both sides), ▪ Canadian citizenship document, ▪ Native Status card, ▪ permanent resident card, ▪ proof of application for permanent residency status, ▪ record of landing, ▪ convention refugee documentation, and/or ▪ refugee claimant form. <p>We do not accept your Health Card, Social Insurance Number Card, or Driver's License as proof of your status in Canada.</p>
<input type="checkbox"/>	Birth date	<p>Include:</p> <ul style="list-style-type: none"> ▪ Proof of your birth date, if it is not on the document you give as proof of your status in Canada.
<input type="checkbox"/>	Income & Assets	<p>For each household member 16 years of age or older, include:</p> <ul style="list-style-type: none"> ▪ Proof of all sources of income and the amount, and ▪ Proof (with the value) of any assets currently owned OR any sold or transferred within the last three years
<input type="checkbox"/>	Residential Property you own	<p>If you own any property you could live in all year round (even if not in Canada), you must include:</p> <ul style="list-style-type: none"> ▪ a completed Declaration of Intent to Sell Property form. <p>You must also show us:</p> <ul style="list-style-type: none"> ▪ an appraisal, or ▪ a mortgage statement, or ▪ other documents for the property to prove its current value and your current equity. <p>Your equity will be included as income.</p>
<input type="checkbox"/>	Custody/Access Documents	<p>If you are a single parent household, for all children listed on your application, you must include:</p> <ul style="list-style-type: none"> • Documentation specifying the custody/access provisions. (For Ontario Works or Ontario Disability Support Program recipients, a copy of the drug or dental card listing the children is acceptable.)

Who can apply for Community Housing?

See Page 4 of the Application Guide

CHAC will review all applications for Community Housing to see if they qualify.

We will only place you on the waiting list for Community Housing, if you meet all the requirements.

You can make photocopies of documents at an Access Site, free of charge. If you do not have any of the required documentation, please call an Access Site to talk to staff about your situation.

Tips on filling out your Application...

Note: We need ALL information and documentation to process your Application.

We will not add incomplete Applications to the waiting list.

- Read the Application Guide **BEFORE** you begin.
- Print clearly in ink.
- Complete **all** sections of the Application that apply to you.
- Use the checklist on page 1 of this package, to make sure you have included all the required documentation.
- Before you sign the Application, read and understand the Declaration and Consent (Section 7). All household members 18 years of age and older must sign the Application. Or, someone who is approved signs for them. If someone else completes the Application for you, tell us this in Section 1 under Alternate Contact Information.
- Complete the Building Selection Form, starting on page 11 of this Application.
- Mail or bring this completed Application, with all the supporting documentation, to the CHAC office or to another Access Site near you. You can find a list of Access Sites on the last page of this Application.

Community Housing is NOT emergency housing. Community Housing cannot house people immediately, no matter what the reason is for the housing difficulty.

If you need emergency housing, please contact one of the local shelters listed on page 15 in the Application Guide.

Visit our website at www.region.waterloo.on.ca/chac

SECTION 1 – MAIN APPLICANT INFORMATION

Last Name:		First Name:		Middle Name:	
Social Insurance Number:		Date of Birth (MM/DD/YY):		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address:				Unit #:	
City:			Province:		Postal Code:
Mailing Address (if different from above). Include unit number, city, province, and postal code:					
Home Phone: ()		Work Phone: ()		Cell Phone: ()	
Email:					
What is your residency status in Canada?(attach proof to the application)					
<input type="checkbox"/> Canadian Citizen		<input type="checkbox"/> Landed Immigrant		<input type="checkbox"/> Refugee	
<input type="checkbox"/> Native Canadian		<input type="checkbox"/> Other (Please specify: _____)		<input type="checkbox"/> Refugee Claimant	
Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No			Language: _____		
Interpreter's Name: _____			Interpreter's Phone #: () _____		

ALTERNATE CONTACT INFORMATION

If we need to reach you quickly, who can we call? Give us the contact name and daytime phone number of a friend, relative, or agency where we can leave a message for you.

Name: _____ Daytime Phone: () _____

Agency Name: _____ Relationship to you: _____

Do you give us permission to talk about your application with this person? Yes No

Did an agency, friend or family member help you complete this application? Yes No

If it is someone different from above, give us their name:

Name: _____ Phone #: () _____

Do you give us permission to talk about your application with this person, or agency? Yes No

Are you applying for any of the following? (See page 8 of the Application Guide for an explanation)

Special Priority Terminally Ill Priority Urgent Status Sunnyside Priority

If 'yes', attach a completed Request form and a Verification form. For Terminally Ill Priority, you also need to complete a Medical form.

If you are asking for Special Priority status, is the contact person you named above a safe way to reach you?

Yes No

SECTION 2 – CO-APPLICANT INFORMATION (a spouse is a co-applicant, not a dependent)

Last Name:		First Name:		Middle Name:	
Social Insurance Number:		Date of Birth (MM/DD/YY):		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address:				Unit #:	
City:		Province:		Postal Code:	
Mailing Address (if different from above). Include unit number, city, province and postal code:					
Home Phone: ()		Work Phone: ()		Cell Phone: ()	
Email:					
What is your residency status in Canada? (attach proof to the application)					
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Native Canadian <input type="checkbox"/> Other (Please specify: _____)					
Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No Language: _____					
Interpreter's Name: _____ Interpreter's Phone #: () _____					
What is your relationship to the Applicant listed in Section 1? _____					

SECTION 3 – HOUSEHOLD INFORMATION

List below **all** of the people that will be living with you.
 You must include proof of residency status for each member of this household.

Last Name	First Name	Relationship to you	Date of Birth (MM/DD/YY)	Sex (M/F)	Does this person live with you now?
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is a member of your household expecting a baby? Yes No When is the baby due? _____



Attach a doctor's note to prove the pregnancy and due date. After the birth, we need to have a copy of the birth registration, certificate of live birth, or birth certificate. If you have joint custody of any of the dependents you listed, please see Section 6 - Accommodation Requirements.

SECTION 4 – HOUSING HISTORY

I rent I'm staying at a shelter I'm staying with relatives/friends Other: _____

I own the home where I live (Attach a 'Declaration of Intent to Sell Property' form)

I own property suitable for year round residency, in Canada or any other country. (Attach a 'Declaration of Intent to Sell Property' form) Address of property: _____

How much is your current monthly rent or mortgage? \$ _____

Current Landlord's Name:	Phone #: ()	Move in date:
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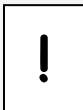
When does your lease end? MM ____ YY____ Have you given a Notice to Vacate? Or, has your landlord given you one? Yes No For when? MM ____ YY____

List ALL previous addresses for the last 5 years of ALL household members.

Previous Address	Move in date	Move out date	Name of Landlord	Landlord's Phone #

Have you ever lived in rent-geared-to-income housing anywhere in Ontario? Or has anyone you have listed as a household member? Yes No If 'yes', please fill in the chart below.

Name of person listed on the lease	Address	Name of Housing Provider	Move out date	Arrears Owing (\$)



If you owe money to a housing provider, you MUST attach a current copy of the repayment schedule, signed by the Provider. We must have proof that your arrears have been fully paid or you have an agreement in place before we can proceed with your Application.

SECTION 5 – INCOME AND ASSET INFORMATION**INCOME**

Fill in the monthly income (before deductions) for you and each person in your household 16 years of age and older. **See page 3 of this Application for examples of possible income.**

SOURCE OF INCOME	APPLICANT Gross Monthly Amount	CO-APPLICANT Gross Monthly Amount	OTHER HOUSEHOLD MEMBER Gross Monthly Amount
Employment	\$	\$	\$
Self Employment	\$	\$	\$
Employment Insurance (EI)	\$	\$	\$
Workers Safety Insurance Board (WSIB)	\$	\$	\$
Ontario Works (OW)	\$	\$	\$
Ontario Disability Support Program (ODSP)	\$	\$	\$
Old Age Security (OAS) / Supplement	\$	\$	\$
GAINS "A" / GIS	\$	\$	\$
Canada Pension Plan (CPP/QPP)	\$	\$	\$
Other Country Pension	\$	\$	\$
Other Pension(s)	\$	\$	\$
Support Payments <input type="checkbox"/> Received <input type="checkbox"/> Paid	\$	\$	\$
Grant/Bursary	\$	\$	\$
Other income (give details):	\$	\$	\$

ASSETS

Fill in the value of any assets owned by you and each person in your household 16 years of age and older. **See page 3 of this Application for examples of possible assets.**

TYPE OF ASSET	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBER
Bank Account (give details):	\$	\$	\$
GICs/Bonds (give details):	\$	\$	\$
RRSPs (give details):	\$	\$	\$
Other assets (give details):	\$	\$	\$
Property (give details):	\$	\$	\$



You MUST attach proof of income and assets to this Application.

SECTION 5 – INCOME AND ASSET INFORMATION (Continued)	
<p>1. Have you given away, or transferred, any property, real estate, investments or other funds/money to relatives or friends? Has anyone in your household?</p> <p>If 'yes', give date of transfer (MM/DD/YY): _____ Amount/Value: \$ _____</p> <p>If 'yes', what is the address of the property: _____</p> <p>2. Were you sponsored to come to Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'yes', when does the sponsorship end? (MM/DD/YY): _____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

SECTION 6 – ACCOMMODATION REQUIREMENTS	
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<p>Do you own a car?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'yes', how many? _____</p>	<p>How many bedrooms do you need?</p> <p><input type="checkbox"/> Bachelor <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p> <p>Note: To find out how many bedrooms you qualify for, see page 7 of the Application Guide.</p>
<p>Are any children on this Application currently in the care of Family and Children's Services? If 'yes', attach a letter from Family and Children's Services.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you applying for an additional bedroom for a child you have joint custody of, or regularly scheduled overnight access?</p> <p>If 'yes', attach your custody agreement, court order or statutory declaration.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you applying for an additional bedroom, for a) the caregiver of a household member, or b) the storage of equipment the household member uses, because of a disability or serious medical condition? If 'yes', attach a completed Medical Form.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you and your spouse applying for separate bedrooms because of a medical need? If 'yes', attach a completed Medical Form.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

WHEELCHAIR ACCESS, PHYSICAL DISABILITIES & MOBILITY
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<p>Are you applying for: (please check all that apply and attach a completed Medical Form)</p> <p><input type="checkbox"/> A barrier-free location <input type="checkbox"/> A wheelchair modified unit <input type="checkbox"/> Accessible parking (how many spaces? _____)</p>
<p>Is any household member unable to climb stairs because of disability or medical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Does any household member need an elevator because of a disability or medical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>What types of special needs do you have? (please check all that apply)</p> <p><input type="checkbox"/> Wheelchair accessible doors or doorways <input type="checkbox"/> Automatic building entry doors <input type="checkbox"/> Automatic unit entry doors</p> <p><input type="checkbox"/> Modified Bathroom <input type="checkbox"/> Modified Kitchen <input type="checkbox"/> Other</p>
<p>Tell us the specific needs (e.g. hearing impaired, etc.):</p>

SECTION 6 – ACCOMMODATION REQUIREMENTS (Continued)

SUPPORT SERVICES

Does anyone in your household need support services to live on their own? Yes No

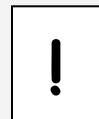
For example: help with dressing, bathing, taking medication, cooking, doing laundry, housekeeping, shopping, using public or private transportation, mental health supports, etc.



You must have a letter from an agency. It must confirm that the person can live on their own, with the assistance of the agency’s supports.

Note: The Community Housing Access Centre does NOT help set up support services. If a member of your household needs support services, you have to set them up directly with a support agency.

Name of Community Agency/Support Person	Phone #	Supports Provided



You must give us proof from your current support service provider that says:

- ▶ they support your application for rent-geared-to-income housing, and
- ▶ any support services you need will continue, or will begin, when you are housed.

SECTION 7 – DECLARATION AND CONSENT

I understand:

1. The definition of Income on page 3 of the Application.
2. The information I give on this Application shall be true, accurate, and complete. If not, my Application may be cancelled.
3. I must tell staff at an Access Site about any changes in my information within 30 days of the change, or my Application may be cancelled. This includes any change of address, phone number, family size, type or amount of income.
4. This Application only makes sure that, if I qualify, I will be placed on the waiting list for housing.
5. I must provide any supporting material or documents needed by the Region of Waterloo, its representative(s), or housing providers.
6. All members of my household who are 18 years of age or older must sign this Application. Or, I must have it signed for them by an approved person. This can be: a parent, guardian, or a person with power of attorney or authority to complete an application and provide consent for an applicant.

Consent and Authorization

All persons who sign this application consent to the exchange of personal information between the Region of Waterloo and any relevant persons, housing providers, Access Sites or institutions for the purpose of verifying the information supplied in this application, for determining eligibility for housing assistance and for the purpose of allowing housing providers to place applicants for available accommodations.

All persons who sign this application and who identify accommodation requirements in Section 6 consent to the exchange of personal information between the Region of Waterloo and any relevant support service agencies or community agencies for the purpose of arranging appropriate housing placements for any member of the household.

All persons who sign this application and who receive Ontario Works (OW) or Ontario Disability Support Program (ODSP) assistance or child care subsidy consent to the exchange of personal information between the Region of Waterloo and OW, ODSP or child care subsidy offices for the purpose of verifying eligibility and the level of housing benefits or assistance.

If you sign with a mark (e.g. “X”), the signature must be witnessed. The witness must also sign this Application.

Date: _____ **Witness Signature:** _____

Applicant		
1	Signature	Print Name

Co-Applicant		
2	Signature	Print Name

Signatures of other household members 18 years of age or older:

3	Signature	Print Name
5	Signature	Print Name

4	Signature	Print Name
6	Signature	Print Name

The Region of Waterloo Coordinated Access System follows the Ontario Human Rights Code to provide equal treatment and opportunity for all Ontario residents. The Region recognizes that an inclusive climate is essential to the future prosperity and social well-being of this province.

INTRODUCING

BELOW AVERAGE MARKET RENT UNITS

Beginning in 2006, an additional option has been available to those applying for Community Housing with the Region of Waterloo. Under this component of the Affordable Housing Program, a limited number of bachelor, one, two, three and four bedroom units are available at Below Average Market Rents.

Who is eligible:

- Applicants currently on the Region of Waterloo's Co-ordinated Access waiting list for Community Housing and current rent-geared-to-income (RGI) tenants are eligible, based on a maximum gross monthly income and/or a targeted tenant population

How to apply:

- Complete, sign and return the attached form
- Attach proof of your household's monthly income with this request form – *include documentation for all sources of income*. The required documentation for each source of income is provided on the Applicant Information Form
- Complete the Income and Assets Section of Applicant Information Form
- Select the site(s) and unit size(s) that you prefer
- Sign the Consent to Share Information

What to expect after applying:

- When selected from the waiting list, applicants will have an interview with the Property Management for the property
- When a unit is offered and accepted, your name **will be removed** from the Region's waiting list. Or, if you are a current rent-geared-to-income (RGI) tenant, you will be required to give notice of your intention to vacate to your current landlord
- If a unit is not offered, or it is offered and refused, your name **will remain** on the Region's waiting list for other housing sites. If you are a current tenant, your rent-geared-to-income (RGI) tenancy will continue

For inquiries on this program, please contact

- Gwen McAlister at 519-575-4054

Please return completed forms to:

**Community Housing Access Centre
235 King Street East, 6th floor
Kitchener, ON N2G 4N5**

Information on Community Housing in the Region of Waterloo is available by visiting our website at www.region.waterloo.on.ca/housing



PROPERTY SELECTIONS, RENT CHARGES AND MAXIMUM ANNUAL GROSS INCOME

Region of Waterloo

Owner Building Name & Address	Bedroom Size(s) Available	Rent Per Month	Maximum Annual Gross Income	✓ to Select
Hunke Homes Ltd. The Regency Apts. 1215 Queensbush Rd. WELLESLEY	1-bdrm Apartment	\$491, Tenant pays hydro	\$24,000	
	2-bdrm Apartment	\$542, Tenant pays hydro	\$26,500	
	3-bdrm Apartment	\$635, Tenant pays hydro	\$30,500	
MennoHomes Inc. Rockway Gardens Village 1420 King St. E. KITCHENER	1-bdrm Apartment <i>55 years or older</i>	\$542, Tenant pays heat (E), hot water (E) and hydro	\$29,500	
Lena Melynychuk The Queen's Apts. 99 Stanley Street, AYR	1-bdrm Apartment	\$509, All utilities included	\$23,000	
L.M. Kovacevic Inc. & M.D. Kovacevic Inc. Keystone Homes 31 & 35 Avon Rd. KITCHENER	2-bdrm Apartment	\$534, Tenant pays heat (G), hot water (G), hot water heater rental, hydro and water	\$30,000	
Multani Group Canamera Heights 290 Can-Amera Parkway CAMBRIDGE	1-bdrm Apartment	\$454, Tenant pays hydro	\$22,000	
	1-bdrm Apartment	\$560, Tenant pays hydro	\$27,000	

E = Electric G = Gas  = No Smoking Building

NOTE: Rent Charges & Maximum Annual Gross Income are current as of April/09 and are subject to annual adjustments



PROPERTY SELECTIONS, RENT CHARGES AND MAXIMUM ANNUAL GROSS INCOME

Region of Waterloo

Owner Building Name & Address	Bedroom Size(s) Available	Rent Per Month	Maximum Annual Gross Income	✓ to Select
Lena Apartments Inc. Lena Apartments 224-230 Lena Cres. CAMBRIDGE	1-bdrm Apartment	\$475, Tenant pays heat (G), hot water (G) and hydro	\$26,500	
Lancer Tiger Lofts Corporation Tiger Lofts 35 Water St. S. CAMBRIDGE	Bachelor Apartment	\$398, Tenant pays hydro	\$19,500	
	1-bdrm Apartment	\$507, Tenant pays hydro	\$24,500	
Maple Hill Creek Apartments Inc. Maple Hill Creek Apartments 274 Erb St. W. WATERLOO	1-bdrm Apartment	\$543, Tenant pays hydro	\$26,500	
	2-bdrm Apartment	\$630, Tenant pays hydro	\$31,000	
Heartwood 26 Ainslie Street S., CAMBRIDGE	Junior 1-bdrm Apartment	\$497, Tenant pays hydro	\$24,000	
	1-bdrm Apartment	\$545, Tenant pays hydro	\$26,500	
	2-bdrm Apartment	\$649, Tenant pays hydro	\$31,500	
	3-bdrm Apartment	\$752, Tenant pays hydro	\$36,500	

E = Electric G = Gas = No Smoking Building

NOTE: Rent Charges & Maximum Annual Gross Income are current as of April/09 and are subject to annual adjustments

PROPERTY SELECTIONS, RENT CHARGES AND MAXIMUM ANNUAL GROSS INCOME



Region of Waterloo

Owner Building Name & Address	Bedroom Size(s) Available	Rent Per Month	Maximum Annual Gross Income	✓ to Select
MennoHomes Inc. Pondview Drive, WELLESLEY	4-bdrm Semi Detached	\$600, Tenant pays heat (G), hot water (G), water and hydro	\$33,500	
Housing, Cambridge 565 Margaret Street, CAMBRIDGE	1-bdrm Apartment <i>55 years or older</i> 	\$434, Tenant pays hydro	\$21,000	
King Street Holdings 274 Highland Road E., KITCHENER	1-bdrm Apartment	\$434, Tenant pays hydro, hot water (E)	\$22,000	
Newo Holdings Limited My Owen Place 364 Erb Street W., WATERLOO	1-bdrm Apartment <i>60 years or older</i> 	\$434, Tenant pays hydro	\$21,000	
2126969 Ontario Ltd. Commercial House 90 Peel Street, NEW HAMBURG	1-bdrm Apartment <i>50 years or older</i> 	\$525, All utilities included	\$24,000	

E = Electric G = Gas = No Smoking Building

NOTE: Rent Charges & Maximum Annual Gross Income are current as of April/09 and are subject to annual adjustments

CONSENT TO SHARE INFORMATION FORM



APPLICANT/TENANT	
Last Name:	Given Name(s)
Date of Birth:	SIN (optional):
Current Address: (include street address/unit number/city/postal code)	
Phone Number:	Alternate Contact Name and Number:
CO-APPLICANT/TENANT	
Last Name:	Given Names(s):
Date of Birth:	SIN (optional):
Current Address: (if different from applicant/tenant)	
Phone Number:	Alternate Contact Name and Number:
<p>Consent to Share Information:</p> <p>I hereby give permission to the Region of Waterloo to share the information I have provided on my application for Community Housing with the administrators of Affordable Housing Properties offering rental accommodation at below Average Market Rent, so that I may be considered as a tenant. I acknowledge that, if I accept a unit at this site, my name will be removed from the Region of Waterloo's Co-ordinated Access waiting list for rent-geared-to-income Community Housing. I further acknowledge that I will be responsible for full payment of the monthly rent to the landlord. I also understand that I have the option of re-applying for rent-geared-to-income sites at any time, but will receive a new application date.</p> <p>Applicant Signature: _____ Date: _____</p> <p>Co-applicant Signature: _____ Date: _____</p>	