



Niagara Regional Housing

www.nrh.ca

# MOVE IN WITH CURRENT TENANT/MEMBER

Please return your completed application to the Housing Access Centre

**MAIL:** P.O. Box 344, Thorold, ON L2V 3Z3  
**IN PERSON:** 1815 Sir Isaac Brock Way, Thorold  
**FAX:** 905-935-0476

I, \_\_\_\_\_ am requesting that \_\_\_\_\_ be added to  
Current tenant/member name Name of person I want added  
 my household.  
 Tenant/Member signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION 1 – TENANT/MEMBER & APPLICANT INFORMATION

<b>CURRENT TENANT/MEMBER INFORMATION</b>			
Last name		First name	
Maiden name	Social Insurance Number		Date of birth (MM/DD/YYYY)
Current Address			Apartment number
City		Province	Postal Code
Home number	Work number	Cell number	E-mail

<b>APPLICANT TO BE ADDED</b>		Include copies of Canadian birth certificates, landed immigrant, permanent resident card or refugee claimant documents for ALL people moving in with the tenant/member above.	
Last name		First name	
Maiden name	Social Insurance Number		Date of birth (MM/DD/YYYY)
Current Address			Apartment number
City		Province	Postal Code
Home number	Work number	Cell number	E-mail

Status in Canada

- Canadian citizen  
  Permanent resident  
  Refugee or Refugee claimant  
  Applied for permanent residence  
  Native Status

## SECTION 2 – WHO WILL BE MOVING IN WITH THE CURRENT TENANT/MEMBER?

List the names of all the people who will be moving in. Only the people listed on this application can move in with the current tenant/member.

**You must attach proof of legal status in Canada for everyone listed below.**

Last Name	First Name	Date of Birth <small>MM/DD/YYYY</small>	Gender	Student <small>Y/N</small>	Relationship to Applicant	Canadian Citizen	Permanent Resident	Refugee / Claimant	Applied for Permanent Residence	Native Status
1.			<input type="checkbox"/> M <input type="checkbox"/> F							
2.			<input type="checkbox"/> M <input type="checkbox"/> F							
3.			<input type="checkbox"/> M <input type="checkbox"/> F							
4.			<input type="checkbox"/> M <input type="checkbox"/> F							
5.			<input type="checkbox"/> M <input type="checkbox"/> F							
6.			<input type="checkbox"/> M <input type="checkbox"/> F							

Are you expecting a baby?     Yes             No    If yes, when is the baby due?

Do all persons listed on this application live together now?                     Yes                     No

If no, please explain:

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

*If yes, please provide court documents pertaining to the custody of your children. If court documents do not exist, please complete the information below.*

1. The current custody/visitation arrangements of my above noted children are (*check one below*):
  - My children have lived with me full time and have been in my care and custody since birth.
  - I have shared custody or visitation arrangements. Provide a brief description of the arrangement including amount of time spent with each parent:
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_

2. I currently **receive** \$\_\_\_\_\_ per month in support payments for the above children.
3. I currently **pay** \$\_\_\_\_\_ per month in support payments for the above children to another party.

## SECTION 3 (PREVIOUS RESIDENCES)

Have you ever lived in social housing OR received a Portable Rent Benefit?  Yes  No

Was it:  a unit where the rent was subsidized  a market rent unit  a Housing Allowance Program unit

Name of Housing Provider	Address of Former Residence	Dates you lived there

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

Is there a repayment agreement in place?  Yes  No *If yes, please attach a copy of the repayment agreement*

## SECTION 4 – INCOME INFORMATION

What income do you and the other people who live with you receive each month? Income means all money you receive, from all sources. Here are some examples of possible places from which you receive income:

### INCOME

- Bonuses (shift, yearly or seasonal)
- Casual Work (irregular, seasonal and odd jobs)
- Commissions
- Full time work
- Long term income protection pay
- Overtime pay
- Part time work
- Self employment
- Separation pay
- Sick pay
- Tips or gratuities
- Vacation pay

### OTHER INCOME SOURCES

- Alimony / Support Payments
- Children's Aid Society Payments
- Child Support
- Employment Insurance (EI)
- Income from Investments & Assets
- Ontario Disability Support Program (ODSP)
- Ontario Works (OW)
- Student Grants
- Worker's Safety & Insurance Board (WSIB)

### PENSIONS & ALLOWANCES

- Canada or Quebec Pension Plan
- Company Pension
- Guaranteed Annual Income System (GAINS)
- Guaranteed Income Supplement (GIS)
- Immigration Allowances
- Old Age Security
- Pensions from other countries
- Private company pension
- Social Security from other countries
- War Veteran's Allowances
- Widow's Pension

### ASSETS

Assets are valuable things that you own. Some assets give you income and others do not. You must declare all assets. Below are some examples of assets.

- Business that gives you income
- Farm property from which you make money
- Investments (Stocks, Bonds, GIC's, Mutual Funds)
- Rent money from real estate you own
- RRSP/RESP
- Collections or investments that do not give you income
- Life insurance with a cash surrender value
- Real estate that does not give you income
- Any assets that you have given to someone else within the past 3 years

Documentation to verify your income **must be attached** to your application.

List all money you and all persons who will be living with you receive from all sources.

Name of New Household Member	Income Source (refer to examples above)	Gross Income per Month (before deductions)

## SECTION 5 – DECLARATION

**Must be signed by all household members including dependents age 16 and older**

By signing this form you are making a sworn statement that the following is true:

- I understand that I must inform my housing provider within 30 days of:
  - Any changes in my income and earnings. For example, when I start a new job or receive a new type of income, etc.
  - Any changes in my address, phone number, and number of household members. For example, when people move in or out, including births and deaths
- I understand that if I do not report my changes within 30 days, I may lose my eligibility.
- I understand if I owe money for rent (arrears) to any social housing provider, I must prove that I am making regular payments to pay back the money. Otherwise, I will not be eligible.
- I understand if I owe money for damages caused by a member of my household or guest to any social housing provider, I must prove that I am making regular payments to pay back the money. Otherwise, I will not be eligible.
- I agree that everything on this application is correct and complete, and that I must provide supporting documents as required.
- I understand that I may no longer be eligible for rent-geared-to-income (RGI) assistance if I have knowingly withheld information or provided false information.
- I understand that it is an offence under the Housing Services Act, 2011, to knowingly:
  - Receive RGI assistance for which I am not eligible
  - Help a household member get RGI assistance for which they are not eligibleIf I am found guilty of one or both offences, I may be banned from re-applying for RGI assistance for two years or more.

**Must be signed by all household members, including dependents age 16 or older:**

Name (print)	Signature	Date (MM/DD/YYYY)

Niagara Regional Housing (NRH) now has an Eligibility Review Officer (ERO) on staff to investigate suspected cases of fraud and misrepresentation of income. If there is evidence that an offence under the Housing Services Act, 2011 has been committed, the matter may be referred to the police for investigation.

There are more than 5,000 households waiting for affordable housing in Niagara. The ERO will make sure that RGI units are occupied by eligible households. This will not affect tenants/members who are following the rules.

**SECTION 6 – CONSENT TO COLLECT, DISCLOSE AND VERIFY PERSONAL INFORMATION  
Must be signed by all household members including dependents age 16 and older**

By signing this form, I agree to the following terms to determine my present and ongoing eligibility for rent-geared- to-income (RGI) assistance.

I agree to the Housing Access Centre of Niagara Regional Housing (NRH) collecting personal information about me under the authority of the following Acts:

- Housing Services Act, 2011 (HSA)
- Freedom of Information and Protection of Privacy Act (FIPPA)
- Municipal Freedom and Information of Privacy Act (MFIPPA)
- Privacy Information Protection and Electronics Document Act (PIPEDA)

I agree to the Housing Access Centre sharing my information with housing providers, including:

- Non-profit housing corporations and co-operatives
- Other municipal, provincial and federal government departments that provide rent-geared-to-income (RGI) assistance

The information to be shared includes:

- The personal information on my application
- Any previous money owing (arrears) to social housing providers

I agree to the Housing Access Centre and other housing providers to:

- Use my information to determine my eligibility for RGI and the amount of rent I will be charged
- Share and verify my information with:
  - Any municipal, provincial and federal government departments, or other social agencies that provide income assistance to me, including but not limited to Ontario Works (OW), the Ontario Disability Support Program (ODSP) and Canada Pension Plan (CPP)
  - Any municipal, provincial and federal government departments, or any person, corporation, social agency or financial institution that has the information to be verified, including but not limited to the Canada Revenue Agency and Immigration, Refugees and Citizenship Canada

**Must be signed by all household members, including dependents age 16 or older:**

Name (print)	Signature	Date (MM/DD/YYYY)