



Application Package for Affordable Housing Programs in Niagara

This package contains all the documents and forms to apply for affordable housing.

Read the instructions carefully before submitting your application.

Part 1 - Application Form and Instructions

You will need to submit Canadian Birth Certificates or Immigration Documents for all members in your household.

Part 2 - Building Selection Form – Niagara Regional Housing, Co-ops and Non-Profits

Select your housing preferences. Once you have made your selections and have qualified for affordable housing, you will be placed on the waiting List.

Part 3 - Building Selection Form – Rent Supplement

Additional housing options available to you. The Rent Supplement Program offers rent assistance for housing units based on your income, which will be approximately 30% of your household's total monthly income.

For further information, contact us at 905-682-9201.



**Application Package for Affordable Housing
Programs in Niagara**

Part 1

Application Form and Instructions

APPLICATION CHECKLIST

Use this checklist to make sure you have attached all of the required documents.

If you do not complete all sections of the application form or do not attach all of the required documents, your application will be considered incomplete and you will not be placed on the waiting list until all of the information is received.

HAVE YOU...

- Attached photocopies of Canadian birth certificates, Canadian passport, landed immigrant, permanent resident card or refugee claimant documents for all people listed on the application.
- Completed the Building Selection Form. We recommend you choose several locations.
- Attached documentation verifying all income and assets of all applicants.
- Completed all 11 sections of this form.
- Signed page 7. All persons listed 16 years of age or older must sign the application.

IF...

- You have asked for an additional bedroom because a member of your household has a legal custody agreement or visiting rights involving overnight stays, you must supply a copy of the agreement.
- You have asked for an additional bedroom because of a disability in your household you must attach a detailed explanation and provide medical verification.
- Someone in the household owns residential property that is suitable for year-round occupancy, we will mail you a Homeowner Declaration form to sign.
- Anyone in your household owes money to a housing provider, you must attach confirmation that the household member has entered into an agreement for the repayment of the arrears.

IMPORTANT INFORMATION

It is important to notify us of any changes to your address, telephone number or household size within 30 days.

We will place you on the waiting list according to the date your application is declared complete and eligible.

You will receive a letter within two weeks of Niagara Regional Housing receiving your application. Please keep the letter and make sure you continue to report all changes.

Each community/location has a separate waiting list. Some waiting lists are longer than others. Your place on each waiting list will vary since the length of each waiting list varies.

We are unable to tell you exactly when you will be offered housing. However, we can give you an estimate of wait times based on the length of time that previous applicants have waited.

You will only receive three offers of housing. If you decline the third offer, your application will be cancelled.

If you have any difficulty with this application, or require this or any other material in an alternate format, please contact us at 905-682-9201.

ELIGIBILITY RULES

- Applicants and members of your household must be Canadian citizens, permanent residents of Canada or refugee claimants
- At least one member of your household must be 16 years of age or older
- You must be able to live independently with or without support services
- There must not be any money owing, by any member of your household, to any affordable housing provider, under any government assisted housing program
- If you are a homeowner, you must agree in writing to sell your property within 180 days of receiving rent-geared-to-income assistance
- No member of your household can be under an enforceable removal order under the Immigration and Refugee Protection Act (Canada)
- There must be no member of your household that has been convicted of misrepresenting their income within the past two years for the purpose of rent-geared-to-income assistance

ACCEPTABLE FORMS OF IDENTIFICATION FOR APPLICANTS

A photocopy of **one** of the following acceptable Personal Identification Documents must be attached to your application form for each member of your household.

Canadian Citizen	<ul style="list-style-type: none"> • Canadian Birth Certificate • Proof of Live Birth or Birth Registration in Canada • Canadian Citizenship card • Canadian Citizenship Certificate • Valid Canadian Passport • Baptismal Certificate from Quebec or Newfoundland • Proof from the Office of the Registrar General that you have applied for a replacement Birth Certificate • Proof from Citizenship & Immigration Canada that you have applied for a replacement Canadian Citizenship Card
Permanent Resident	<ul style="list-style-type: none"> • Permanent Resident Card • Proof from Citizenship & Immigration Canada acknowledging application for Permanent Resident status in Canada
Refugee Claimant	<ul style="list-style-type: none"> • Immigration documents indicating you are a Refugee Claimant • Acknowledgement of Convention Refugee Claim (Eligibility Certificate, Notice to Appear, Notice of Decision, Convention Refugee Document)
Refugee	<ul style="list-style-type: none"> • Immigration documents indicating you are a Convention Refugee
Landed Immigrant	<ul style="list-style-type: none"> • Landed Immigrant Papers including date of landing
Native Status	<ul style="list-style-type: none"> • Registered Indian Band Status

Note: Further documentation may be required if this information does not include date of birth



Niagara Regional Housing

www.nrh.ca

AFFORDABLE HOUSING APPLICATION FORM

Please return your completed application by mail, in person, or by fax.

MAIL: P.O. Box 344, Thorold, ON L2V 3Z3
IN PERSON: 2201 St. David's Road, Thorold, ON
FAX: 905-935-0476

- NEW**

 Add Member to Application

 Move in with Existing Household

SECTION 1 – YOUR INFORMATION

Primary Applicant

Include copies of Canadian birth certificates, landed immigrant, permanent resident card or refugee claimant documents for ALL people listed on the application.

Last name

First name

Maiden name

Date of birth (MM/DD/YYYY)

Social Insurance Number

Gender

Male

Female

Status in Canada

Canadian citizen

Permanent resident

Refugee or Refugee claimant

Applied for permanent residence

Native Status

Current Address

Apartment number

City

Province

Postal Code

Calls to offer housing are made between the hours of 8:30 a.m. and 4:30 p.m. Please provide us with a daytime number where you can be reached.

Home number

Cell number

Work number

E-mail

What is your primary language?

Do you need an interpreter?

Yes

No

Secondary Applicant

What is your relationship to the Primary Applicant listed above?

Last name

First name

Maiden name

Date of birth (MM/DD/YYYY)

Social Insurance Number

Gender

Male

Female

Status in Canada

Canadian citizen

Permanent resident

Refugee or Refugee claimant

Applied for permanent residence

Native Status

Current Address

Apartment number

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Calls to offer housing are made between the hours of 8:30 a.m. and 4:30 p.m. Please provide us with a daytime number where you can be reached.

Home number

Cell number

Work number

E-mail

SECTION 2 – ALTERNATE CONTACT INFORMATION

Name of person to contact in your absence (family member, friend, etc)

Phone number

Do we have your permission to speak to this person about your application?

Yes

No

SECTION 3 – WHO WILL LIVE IN THE AFFORDABLE HOUSING UNIT?

List the names of all the people who will be living in the affordable housing unit with you. Only the people listed on this application can move in with you.

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

Last Name	First Name	Date of Birth MM/DD/YYYY	Gender	Student Y/N	Relationship to Applicant	Status in Canada				
						Canadian Citizen	Permanent Resident	Refugee / Claimant	Applied for Permanent Residence	Native Status
			<input type="checkbox"/> M <input type="checkbox"/> F							
			<input type="checkbox"/> M <input type="checkbox"/> F							
			<input type="checkbox"/> M <input type="checkbox"/> F							
			<input type="checkbox"/> M <input type="checkbox"/> F							
			<input type="checkbox"/> M <input type="checkbox"/> F							
			<input type="checkbox"/> M <input type="checkbox"/> F							

Is a baby expected

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 custody documentation.

SECTION 4 – CURRENT AND PREVIOUS RESIDENCES

Are you <input type="checkbox"/> RENTING	Is your rent subsidized?	How much is your current rent? \$
Does your rent include utilities?	When did you move in?	Are you under notice to vacate?
Landlord's name	Landlord's phone number	

Are you <input type="checkbox"/> LIVING IN TEMPORARY ACCOMMODATION?	<input type="checkbox"/> with friends	<input type="checkbox"/> with family	<input type="checkbox"/> in a shelter
	<input type="checkbox"/> on the street	<input type="checkbox"/> in a motel	<input type="checkbox"/> under eviction
	<input type="checkbox"/> in transitional housing		
	<input type="checkbox"/> other (please explain)		

Are you <input type="checkbox"/> A HOMEOWNER	<i>If yes, we will mail you a Homeowner Declaration form for you to sign</i>	
Name of person listed on this application that owns a home	Approximate value of home/property \$	
Is there an outstanding mortgage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, mortgage amount \$	

Have you ever lived in affordable housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was it:	<input type="checkbox"/> a unit where the rent was subsidized	<input type="checkbox"/> a market rent unit
	<input type="checkbox"/> 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 any other affordable housing provider? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there a repayment agreement in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>If yes, please attach a copy of the repayment agreement</i>	

SECTION 5 – 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 Household Member	Income Source (refer to examples above)	Gross Income per Month (before deductions)

SECTION 6 – ACCOMMODATION REQUIREMENTS

There are a number of affordable housing units in Niagara that have been modified to accommodate people with physical disabilities. These units have varying degrees of modifications such as roll-in showers, lowered counters, and widened doorways.

Do you need a unit to accommodate a physical disability? Yes No

If yes, we will mail a medical form to you that you must have your doctor complete.

Please describe the modifications you require:

Do you need: A unit with no stairs An elevator Accessible parking (must have permit)

Do you have any other needs you want us to know about? (*ie: floor level, etc*)

Do you need assistance with the normal essential activities of day to day living? (*ie: bathing, eating, cooking, etc*)

Yes No *If yes, you are responsible for arranging your own support services*

Please list the services you currently receive (*ie: March of Dimes, Meals on Wheels, Canadian Mental Health Association*)

AGENCY OR SERVICE PROVIDER	CONTACT PERSON	PHONE NUMBER

SECTION 7 – APPLICATION FOR SPECIAL PRIORITY STATUS (Domestic Abuse)

Special Priority status is reserved for applicants who have been abused by another person residing in their household. Special Priority assists applicants who need subsidized housing to permanently separate from the abusing individual.

Applicants with Special Priority status move ahead of other applicants on the affordable housing waiting list to help them leave an abusive relationship. In order for your request for Special Priority status to be considered, you must first meet the basic eligibility criteria for affordable housing.

To apply for Special Priority status you must complete the *Request for Special Priority Status* form. You will need to have a qualified professional write a letter describing the indicators of abuse.

You may print the Special Priority status request form by visiting our website www.nrh.ca.

Would you like us to mail the *Request for Special Priority Status* form to you? Yes No

If yes, please provide a safe mailing address

Address

Apartment #

City

Province

Postal Code

SECTION 8 – APPLICATION FOR HEALTH & SAFETY PRIORITY STATUS

Health & Safety Priority status is reserved for people whose personal safety is significantly at risk (other than someone in the Special Priority category), or a person with serious health or safety issues that would result in severe hardship or personal risk if required to wait a prolonged period of time to access housing.

In order for your request for Health & Safety Priority status to be considered, you must first meet the basic eligibility criteria for affordable housing.

To apply for Health & Safety Priority status you must complete the *Request for Health & Safety Priority Status* form. You will need to have a qualified professional write a letter describing your situation in detail.

You may print the Health & Safety Priority status request form by visiting our website www.nrh.ca.

Would you like us to mail the *Request for Health & Safety Priority Status* form to you? Yes No

If yes, please provide your mailing address	Address	Apartment #
City	Province	Postal Code

SECTION 9 – APPLICATION FOR HOMELESS STATUS

Homeless status is intended to provide an increased opportunity for placement in an affordable housing unit. Homeless status is given to a household that meets at least one of the following indicators:

- Person living on the street (no shelter)
- Person living in substandard housing that has been condemned by the municipality
- Person whose housing has recently been destroyed by fire or natural disaster
- Person living with family or friends on a temporary basis for a period no longer than six months
- Person awaiting release from hospital or other time-limited treatment facility who cannot return to their former home
- A family whose children will not be returned by a child protection agency until adequate housing is provided, and lack of housing is the only outstanding custody issue

In order for your request for Homeless status to be considered, you must first meet the basic eligibility criteria for affordable housing.

To apply for Homeless status you must complete the *Request for Homeless Status* form. You will need to have a qualified professional to verify your homeless situation.

You may print the Homeless status request form by visiting our website www.nrh.ca.

Would you like us to mail the *Request for Homeless Status* form to you? Yes No

If yes, please provide your mailing address	Address	Apartment #
City	Province	Postal Code

SECTION 10 – HOUSING SELECTIONS

Please refer to the attached Building Selection Form to indicate which locations you prefer to live in. This ***must be included*** when you send in your application form.

SECTION 11 – RELEASE AND CONSENT

Personal information contained in this form or in any attachments is collected by Niagara Regional Housing (NRH) and/or the Housing Provider, pursuant to the *Housing Services Act, 2011*, *Freedom of Information and Protection of Privacy Act* or the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only as set out in this form. The information will be used to determine eligibility and suitability for housing applied to, continuation of housing and the appropriate rent scale and rent-geared-to-income charge as well as statistical reporting. The information provided may be cross-referenced with other municipal data pertaining to the household. Personal information may be disclosed to housing providers, other municipal or provincial departments and agencies that assist in the provision of social housing and social agencies providing social assistance to the applicant. All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and are required to provide supporting material for the purpose of processing the application.

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, I give my consent and authorization to Niagara Regional Housing to:

1. Make inquiries to verify the information given on this application and I authorize any person, corporation or social agency having knowledge/possession of any such required information to release the information to Niagara Regional Housing.
2. Disclose the information given on this form to non-profit housing corporations, co-operatives, and other municipal, provincial, and federal departments and agencies that assist in the provision of affordable housing and social agencies providing social assistance to me and persons listed on this application.
3. Exchange information with Ontario Works delivery agents or the Ministry of Community and Social Services or any agency or any party in order to verify information for the purposes of determining my initial and ongoing eligibility for rent-geared-to-income assistance.

Additionally, I understand that:

4. If I have any former arrears owing to any non-profit or co-operative housing provider and have not made acceptable payment arrangements, or are not maintaining those arrangements, I will be deemed ineligible for rent-geared-to-income assistance. I further consent to sharing of any former tenant arrears with non-profit housing corporations, co-operatives, and other municipal, provincial, and federal departments and agencies that assist in the provision of affordable housing.
5. I must advise Niagara Regional Housing of any changes in contact information and/or household composition **within 10 days** of the change or my application will be deemed ineligible and I must reapply.

All persons listed on this application, 16 years of age and older must sign below to indicate they have read and accept all terms and conditions of the Release and Consent.

Household Member (Please print name)	Signature	Date signed

Your completed application form and attached documents can be mailed, delivered in person, or faxed to:

MAIL:
IN PERSON:
FAX:

P.O. Box 344, Thorold, ON L2V 3Z3
2201 St. David's Road, Thorold, ON
905-935-0476

OFFICE USE ONLY

Application submitted by: Mail Fax In Person

Date Received

Date Complete

Eligibility Assessment

HOUSEHOLD I.D. #



Application Package for Affordable Housing Programs in Niagara

Part 2

Building Selection Form

Niagara Regional Housing, Co-ops and Non-Profits



Application Package for Affordable Housing Programs in Niagara

How to Use the Building Selection Form

Select the number of bedrooms you require based on your household composition. Please note that we must follow the rules for occupancy standards set out in the Social Housing Reform Act. If you choose an inappropriate bedroom size, we will correct it to meet occupancy standard regulations.

Select the cities you would like to live in. On the attached forms, place a checkmark ✓ in the box beside the location(s) where you would like to live. Choose as many locations as you wish.

Utilities may or may not be included.

You can change your housing selections at any time by contacting Niagara Regional Housing at 905-682-9201. Any new selections will be subject to a new chronological date.

Important Information about your Housing Selections

If you select locations for which you are not eligible, your name will not be placed on those waiting lists.

If no housing selections are made, your name will be added to waiting lists for all locations meeting your occupancy requirements and offers of accommodation from these housing providers will count as valid offers.

Occupancy Standards

The largest unit a household is eligible for is a unit that has one bedroom for any two members of the household who are spouses of each other and one bedroom for each additional member of the household.

The smallest unit a household is eligible for is a unit that has one bedroom for every two members of the household and an additional bedroom if there is an odd number of members in the household.

HOW TO USE THE BUILDING SELECTION FORM

Select the number of bedrooms you require based on your household composition. Please note that we must follow our rules for occupancy standards. If you choose an inappropriate bedroom size, we will correct it to meet occupancy standards.

Select the cities you would like to live in.

On the attached forms, place a ✓ in the box beside the location(s) where you would like to live. Choose as many locations as you wish.

Utilities may or may not be included.

You can change your housing selections at any time by contacting Niagara Regional Housing at 905-682-9201.

IMPORTANT INFORMATION ABOUT YOUR HOUSING SELECTIONS

If you select locations for which you are not eligible, your name will not be placed on those waiting lists.

If no housing selections are made, your name will be added to waiting lists for all locations meeting your occupancy requirements and offers of accommodation from these housing providers will count as valid offers.

OCCUPANCY STANDARDS

The largest unit a household is eligible for is a unit that has one bedroom for any two members of the household who are spouses of each other and one bedroom for each additional member of the household.

The smallest unit a household is eligible for is a unit that has one bedroom for every two members of the household and an additional bedroom if there is an odd number of members in the household.

If you require this or any other material in an alternate format, please contact 905-682-9201

DEFINITIONS

Adult Communities – At least one member of the household is 16 years of age or older.

Family Communities – At least one member of the household is 16 years of age or older with at least one dependent. NOTE: Households with only one member may also apply if the family community has bachelor or one bedroom units.

Senior Communities – At least one member of the household is 55 years of age or older.

Co-op Housing – The Board of Directors of a co-op is made up of resident members of the housing community. Members of co-ops are expected to participate in the operation of their co-op. This may be accomplished by serving on the Board of Directors, a committee or contributing to the tasks involved in the maintenance of the property. Co-ops are a mix of market rent and rent-geared-to-income units. Some co-ops have pet restrictions.

Non-Profit Housing – Non-profit housing corporations are managed by a Board of Directors which can be made up of municipal councillors, interested community members and/or tenants. The communities are a blend of market rent and rent-geared-to-income units. Some non-profit communities have tenant associations that contribute to the Board of Directors to affect the management of the residence in which they live.

Niagara Regional Housing – This is a corporation that is owned and governed by the Board of Directors of Niagara Regional Housing (NRH). The NRH communities are 100% rent-geared-to-income. Some NRH communities have space for tenant functions and tenant associations or social groups that contribute to a positive sense of community and an improved quality of life.

Market Rent – Rent that is not subsidized. Market rent units are available at many non-profit and co-op housing communities. Availability and market rents will vary between housing communities. Please contact the housing provider directly.

Rent-Geared-To-Income – Rent that is based on 30% of the households gross monthly income including income earned from assets and/or social assistance benefits. Additional charges may include utilities, parking, air conditioning, cable, etc. depending on the location.

Modified Unit – a unit that allows a person that uses a wheelchair for mobility to move around the unit and in and out of the building. These units have been modified to include various features such as a roll in shower, lowered counters, lowered light switches, automatic entry into the building, and doorways wide enough to accommodate a wheelchair. There may also be a number of other features not listed here. A special request form is required.



**Application Package for Affordable Housing
Programs in Niagara**

Part 3

Building Selection Form

Rent Supplement

RENT SUPPLEMENT PROGRAM

The communities listed on these pages are part of our rent supplement program. That means that we have agreements with the landlords of these buildings for a specific number of units, to offer rent-geared-to-income assistance to applicants. All of the units listed under the rent supplement program are rent-geared-to-income.

All households can apply to live at any of these communities. Please place a ✓ next to the communities you are interested in.

Please **choose carefully**. If you refuse three offers of housing, your application will be cancelled.

You can change your housing selections at any time by contacting us at 905-682-9201.

APT	Apartments	TH	Townhouses
SEMI	Semi Detached Home	DET	Detached Home
E	Elevator		

✓	Address	# of Units	All Utilities Included	Building Type	Bed rooms	Parking Costs	Fully Modified					Partially Modified					E
							Bedroom Sizes					Bedroom Sizes					
							1	2	3	4	5	1	2	3	4	5	
	ST. CATHARINES						Bedroom Sizes					Bedroom Sizes					
							1	2	3	4	5	1	2	3	4	5	
	100 Woodrow	2	No	APT	1,2	Included											No
	124 Lakeshore Road	4	No	APT	2	Included											No
	130 Lakeshore Road	1	✓	APT	1	Included											No
	14 Norris Place	1	No	APT	1	Extra											✓
	15 King Street	7	No	APT	1	Extra	✓										✓
	151 James Street	16	✓	APT	1,2,3	Included	✓										✓
	186 Ontario Street	6	✓	APT	1,2	Included											No
	2 Weiden	1	No	TH	3	Included											No
	234 Oakdale Avenue	5	✓	APT	1	Extra											No
	25 Linfield Drive	1	No	TH	3	Included											No
	27 Leaside Drive	13	No	APT	1	Extra											✓
	28 Allanburg Road South	2	✓	APT	1,3	Included											No
	33 Leaside Drive	2	No	APT	2	Included											✓
	351 Geneva Street	18	✓	APT	1,2	Extra											✓
	359 Geneva Street	1	No	APT	1	Included											✓
	36 Page Street	10	No	APT	1	Extra											✓
	363 Geneva Street	2	✓	APT	1,2	Extra											✓
	37 Rykert Street	1	✓	APT	1	Extra											✓
	385 Vine Street	23	✓	APT	1	Included											✓
	39 Leaside Drive	5	✓	APT	1,2	Extra											✓
	41 Rykert Street	1	✓	APT	1	Included											No
	44 Queenston Street	1	No	APT	1	Extra											No
	49 Leaside Drive	5	✓	APT	1	Extra											✓
	56 Windward Street	5	No	APT	1	Extra											✓
	60 Windward Street	1	No	APT	1	Extra											✓
	65 Dorchester Boulevard	4	No	TH	3	Included											No
	70 Roehampton Avenue	6	✓	APT	1,2	Included											✓

