



Application for Rent Geared-to-Income Housing

Housing Access Centre (HAC) for the City of London & County of Middlesex
Citi Plaza | 355 Wellington Street, Suite 248, 2nd Floor | London ON N6A 3N7
Tel: 519 661-0861 | E-mail: hac@london.ca

For office use only

Client number

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

SECTION 1 - Your information

Primary applicant		Include copies of Canadian birth certificates, Canadian passport, landed immigrant, permanent resident card or refugee claimant documents for ALL listed on the application.	
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.		Last name	First name and middle initial
Gender	Date of birth (YYYY MM DD)	Social Insurance Number	Maiden name (if applicable)
<input type="radio"/> Male <input type="radio"/> Female			
Marital status			
<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Common law <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Other			
Status in Canada			
<input type="radio"/> Canadian citizen <input type="radio"/> Landed immigrant <input type="radio"/> Refugee or Refugee claimant <input type="radio"/> Applied for permanent residence			

Apartment number	Current address		
City	Province	Postal code	

Calls to offer housing are normally made during the day. Please provide us with a daytime number where you can be reached during the hours of 8:30AM to 4:30PM, Monday to Friday.

Daytime telephone number	Home telephone number (if different)	Cellular telephone number	E-mail address
Work telephone number / including extension		Can you take personal calls? <input type="radio"/> No <input type="radio"/> Yes	What hours do you work?
Mailing address, if different than above.			
Apartment number	Street address		
City	Province	Postal code	
Alternate contact name (where we can leave a message)		Alternate's daytime telephone number	Alternate's relationship to applicant

What is your primary language? _____

Do you need an interpreter? No Yes

Did someone assist the applicant with this application? No Yes - please provide their information:

Full name: _____

Phone number: _____

Relationship: _____

May we contact them? No Yes

Permission to send mail or discuss your application? No Yes



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SECTION 2 - Who will live in the Rent Geared-to-Income (RGI) unit?

List the name of all persons, starting with the Primary Applicant, who will be living in the RGI Unit. Only the persons listed as members of this household can live in the subsidized unit.

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

Last Name	First Name	Relationship to Primary Applicant	Gender	Date of Birth YYYY MM DD	Status in Canada				Social Insurance Number
					Canadian Citizen	Landed Immigrant	Refugee or Refugee Claimant	Applied for Permanent Residence	
		/ / / / / / / / / /	<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/> M <input type="radio"/> F		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

I/we wish to apply for the following size of unit:

The number of bedrooms you are eligible for is determined by the occupancy standards that apply to your household size. HAC will

- Bachelor 1 bedroom 2 bedroom
verify if you are eligible for the size of unit you have selected.
 3 bedroom 4 bedroom 5 bedroom

Will **all** the people listed on this application be permanently living with you? Yes No

If no, please explain: _____

Is a baby expected? No Yes (provide verification); date expected (YYYY MM DD): _____

Are any members of the household under a deportation or departure order? Yes No

Have you or anyone in your household been convicted of an offence related to rent geared-to-income housing within the last two years? Yes No

Do all family members currently live with you? Yes No

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

If yes, please provide custody documentation. Yes No

Do you own, or are you a co-owner of, the home you are currently living in?

If yes, please complete and sign a Divestment form. *Contact HAC or visit our website to receive a copy of the form.*

What is the estimated value? _____ Yes No

Do you or anyone on this application own property in Canada or any other country?

If yes, please complete and sign a Divestment form. *Contact HAC or visit our website to receive a copy of the form.*

What is the estimated value? _____



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SECTION 3 - Current and previous residences

Please provide information regarding your **current** landlord

Landlord's full name		Landlord's telephone number	
Landlord's apartment number	Landlord's street address		
Landlord's city		Landlord's province	Landlord's postal code
Date you moved into your current residence	How much rent do you pay?		May we contact your landlord? <input type="radio"/> Yes <input type="radio"/> No

Previous addresses -- please list the addresses where you have lived for the past 5 years (prior to your current

1	Apartment number	Street address		Date moved IN
	City		Province	Postal code
	Landlord's full name		Landlord's telephone number	
	Landlord's apartment no.	Landlord's address		
	Landlord's city		Landlord's province	Landlord's postal code

Was your housing subsidized? Yes No

Are there arrears/rent owing on this residence? Yes No

2	Apartment number	Street address		Date moved IN
	City		Province	Postal code
	Landlord's full name		Landlord's telephone number	
	Landlord's apartment number	Landlord's address		
	Landlord's city		Landlord's province	Landlord's postal code

Was your housing subsidized? Yes No

Are there arrears/rent owing on this residence? Yes No

3	Apartment number	Street address		Date moved IN
	City		Province	Postal code
	Landlord's full name		Landlord's telephone number	
	Landlord's apartment number	Landlord's address		
	Landlord's city		Landlord's province	Landlord's postal code

Was your housing subsidized? Yes No

Are there arrears/rent owing on this residence? Yes No



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SECTION 3 - Current and previous residences

(continued) Current or previous social housing

information

Have you or anyone listed in your application ever lived in rent geared-to-income (subsidized) housing?

No - skip to "Accommodation requirements" Yes - complete the following.

Name of person(s) who lived in social housing		Name of housing provider	
Apartment number	Street address where you lived		
City		Province	Postal code
Date moved in	Date moved out	Reason for moving out	

Does this person owe rental arrears to the above or to any other social housing provider? No Yes

If yes, what is the amount owing? \$ _____

Have you entered into a repayment schedule? No Yes

If yes, please attach a copy of the repayment schedule.

Accommodation requirements

There are a number of social housing units in London that have been modified to accommodate people with physical disabilities.

Do you or anyone who plans to live with you need a wheelchair accessible building? No Yes

Name of family member: _____

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

Do you or anyone who plans to live with you need a modified unit for a physical disability? No Yes

Name of family member: _____

Please describe the specific requirements:

Do you or anyone who plans to live with you need support services in order to live independently? No Yes

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

Name of family member: _____

Do you/they have support services presently in place? No Yes

What type of service (Supportive Housing) is required?



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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:

Employment

- Full-time work
- Part-time work
- Irregular work
- Casual work
- Seasonal work
- Odd jobs
- Seasonal or vacation pay
- Yearly bonuses
- Cost of living bonuses
- Long term disability
- Short term disability
- Shift bonuses
- Sickness pay
- Tips or gratuities
- Commissions
- Overtime pay

Self-Employment

- Tutoring
- Child care
- Driving a taxi
- Teaching music
- Farm income
- Any other business income

Pensions, Allowances and Other Income

- Ontario Works
- Ontario Disability Support Plan
- Canada Pension Plan
- Old Age Security
- Quebec Pension Plan
- Alimony/support payments
- War Veteran's Allowances
- Employment Insurance
- Training allowances
- Company pensions
- Annuities
- Public service pensions
- Workers Compensation payments
- Sponsorship payments
- Canada Manpower Retraining Allowance
- One time lump sum payments (e.g., inheritances, court and out-of-court settlements)
- Mortgage income
- OSAP grants

Documentation to verify your income must be attached to your application. Please note: You may become ineligible for rent-geared-to-income assistance if you do not make reasonable effort to pursue income you may be eligible for under Ontario Works, Support ordered under the *Divorce Act (Canada)*, *Family Law Act*, or *Interjurisdictional Support Orders Act, 2002*, Employment Insurance benefits, Senior's pensions or benefits from the Government of Canada or Government of Ontario or Immigration support or maintenance.

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)
Total monthly income:		\$



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SECTION 5 - Assessment information

Assets are valuable things that you own. There are some assets that give you income and there are others that do not. All types of assets must be declared. Here are some examples of both kinds of assets:

Assets that give you income:

- Real estate which you rent to someone (example: business, farmland, cottage or mobile home)
- A licence which gives you income (example: taxi licence)
- Business assets
- All investments, including bank accounts, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes or term deposits, mutual funds, Canada Savings Bonds, etc.

Assets that do not give you income:

- Life insurance (with a cash surrender value)
- Real estate that does not give you income (example: your own home, summer cottage, farmland, commercial or vacant land)

List all assets owned by you and all persons who will be living with you. You do not need to include personal vehicles or household furnishings.

Name of Household Member	Type of Asset (refer to examples above)	Value

Total value of assets:	\$
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SECTION 6 - Application for Special Priority Status (Domestic abuse)

The special priority status is reserved for applicants who have been abused by another individual residing in their household. Special priority assists applicants who need rent geared-to-income (RGI) housing to permanently separate from the abusing individual.

Applicants with special priority status go to the top of the waiting list for rent geared-to-income housing. Special priority is given to people who need affordable housing to leave an abusive relationship. In order for your request for special priority status to be considered, you must first meet the eligibility criteria for rent geared-to-income (RGI) assistance.

To apply for special priority status you must complete the "Request for Special Priority" and "Verification of Abuse" forms. To access these forms go to www.london.ca/housing and click "Finding Social and Affordable Housing/Applying for Social Housing" or call 519-661-0861 to have one mail to you or drop by our office to pick one up at 355 Wellington Street, Suite 248. As part of applying for special priority you will need to have a qualified professional complete the "Verification of Abuse" form and provide a letter describing the indicators of abuse.

Are you living with someone who threatens your safety or the safety of anyone else listed on this application? Yes No

Would you like us to mail the "Request for Special Priority" and "Verification of Abuse" forms to the following **safe** mailing address? Yes No

Apartment number	Street address		
City	Province	Postal code	

SECTION 7 - Application for Urgent Status

In order for a household to be considered by the Service Manager to have **Urgent** status it must fall within the High Income Need category and a helping professional has identified that a member of the household is at **serious risk** due to one or more of the following criteria: Person(s) living in substandard housing which has been condemned by the municipality; Person(s) whose accommodation has recently been destroyed by fire or natural disaster and who have no place to live; Person(s) awaiting release from hospital or other medical facility, who cannot return to their former place or residence and have no place to live; Households whose child(ren) would be returned to their custody by a child protection agency when adequate housing is provided and lack of housing is the only condition of custody left outstanding; Person(s) with serious medical, health and or social needs which would result in severe hardship or personal risk to the applicant if required to wait a prolonged period of time to access housing; Person(s) whose personal safety is significantly at risk (other than someone in the Special Priority category); Households without permanent residence; Households who use the emergency shelter system; Families separated due to lack of affordable housing.

Below you will find a checkbox for "Request for Urgent Homeless Status", "Request for Urgent Medical Status", and "Request for Urgent Social Status." Check the box of the Urgent status you would like to apply for and the appropriate form will be forwarded to your mailing address indicated in your application OR to access these forms go to www.london.ca/housing and click "Finding Social and Affordable Housing/Applying for Social Housing" or call 519-661-0861 to have one mail out to you or drop by our office to pick one up at 355 Wellington Street, Suite 248 indicating which Urgent status you are applying for. Please note that you could only be approved for one status.

Urgent **Homeless** Status

Urgent **Medical** Status

Urgent **Social** Status

SECTION 8 - Location preferences

Please refer to the attached Building Selection Sheet (City form number 3001) to indicate which zone(s)/building(s) you prefer to live in. This must be included when you send in your application form.



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SECTION 9 - Release and consent

Personal information contained in this form or in any attachments to it is collected by the Housing Access Centre for the City of London & County of Middlesex and/or the Housing provider, pursuant to the *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 current/on-going eligibility to rent-geared-to-income assistance, as well as for statistical reporting. The information provided may be cross-referenced with other municipal data pertaining to the household.

This is your legal agreement with us to consent to the release of your personal information.

1. I understand that the Housing Access Centre for the City of London & County of Middlesex as Service Manager and any Housing Provider listed in my application for rent geared-to-income ("RGI") assistance are permitted under the *Housing Services Act, 2011* (the "Act") to collect personal information about me so long as they comply with the standards for collecting, using, disclosing and safeguarding information as set out in the Act.
2. I understand and agree to release any personal information and required documents to either the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider for the purpose of processing my application for RGI assistance which may include determining:
 - (a) my initial and ongoing eligibility for RGI assistance;
 - (b) the size and type of unit that I may be eligible for;
 - (c) the amount of geared-to-income rent I will be required to pay.

Any personal information collected by the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider about me for the above mentioned purpose will be hereafter referred to as "my personal information".

3. I agree to release to the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider information about any bank account, safety deposit box, assets of any nature or kind held by me, or on my behalf, or by or on behalf of any of my dependents or children temporarily in my care, alone or jointly with any other person in any financial institution, in order to verify my initial or ongoing eligibility for RGI assistance.
4. For the purpose set out in paragraph 2, I allow the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider to obtain any credit information about me from any credit agency or any other source.
5. I allow the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider to share my personal information, without further notice to me, with the Ministry of Municipal Affairs and Housing, the Social Housing Services Corporation, other municipal service managers or district social services administration boards or lead agencies as defined under the Act, and each person or organization providing services by contract to any of them, if it is needed to make decisions or verify my eligibility for assistance under the Act, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*.
6. I understand that any of my personal information given by the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider to a government or body mentioned above in paragraph 5 is confidential and will only be given in accordance with the Act and its regulations.
7. I understand that any of my personal information provided by me to the Housing Provider is given on the understanding that the Housing Provider is collecting this information on behalf of the Housing Access Centre for the City of London & County of Middlesex.
8. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
9. I confirm that if I have any questions or concerns about the collection, use or disclosure of my personal information, I should contact the Manager, Rent Supplement and Tenant Selection of Social Housing for the City of London.



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SECTION 9 - Release and consent (continued)

I declare:

- I declare that everything I have written in this document is true and that no information that is required to be given has been withheld or omitted.
- I understand that all of my personal information I give to the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider will belong to them.
- I understand that only the people I have listed on this document may live with me in subsidized housing.
- I understand that the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider will use my personal information that I give them to determine if I am eligible or continue to be eligible for RGI assistance; the size and type of unit I may be eligible to receive; my placement on waiting lists; and the amount of geared-to-income-rent payable by me.
- I declare that I am in Canada legally.
- I understand that I must pay back or arrange to pay any money I may owe to any subsidized housing project before I can be offered a subsidized unit.
- I understand that it is an offence, under the Act for an individual to knowingly obtain or assist a household member to obtain RGI assistance for which they are not entitled. Such an offence carries a fine and/or imprisonment as well as a prohibition from re-applying for assistance for a minimum period of two years. If something on this document is missing, incorrect or false, the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider may request additional information, or may cancel my eligibility for RGI assistance and may request my household to reimburse the Housing Access Centre for the City of London & County of Middlesex for the amount of RGI assistance paid on behalf of my household.
- I understand that if the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider request a household to reimburse the City of London, the members of the household who are parties to the lease or the occupancy agreement for the unit are jointly and severally liable to pay the amount owing to the City of London.
- I understand that if at any time the circumstances that created eligibility for an Urgent Status no longer exist, I will cease to qualify for priority status under the Urgent category. However, my application will remain on the Centralized Wait List.

All household members who are over the age of 18 must sign below to indicate they have read and accept all terms and conditions of the Release and Consent on page 8.

	Household member (Please print name.)	Signature	Date signed
1			
2			
3			
4			
5			



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Application checklist

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

1. Completed all 9 sections of this form.
2. Signed page 9.
3. Completed the Building Selection form (number 3001).
4. Included copies of Canadian birth certificates, valid Canadian passport landed immigrant, permanent resident card or refugee claimant documents for ALL members of the household.
5. Documentation verifying all Applicants income and owned assets (if applicable).
6. If anyone in your household owes money to an Ontario housing provider, attach confirmation that the household member has entered into an agreement for the repayment of the arrears.
7. 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.
8. If you have asked for an additional bedroom because of a disability in your household you must attached a detailed explanation (additional medical verification may be required).
9. If you have asked for an additional bedroom because someone in the household is expecting a baby, you must provide proof of pregnancy.
10. If someone in the household owns residential property that is suitable for year-round occupancy, whether the property is in or outside of Ontario, you must submit a divestment form.

If you do not complete all sections of this application form or do not attach all the required documents, you will be advised in writing that your application is incomplete and you will not be placed on the waiting list.

It is important to notify us of any changes in your household size, address and phone number. Your application will be cancelled if we are unable to contact you. You will have one year to reactivate your application, after which time you will be required to reapply and your name will be placed at the bottom of the waiting list.

You only have three (3) refusals to an offer of housing, after which, you will cease to be eligible for rent-geared-to-income assistance and your application will be removed from the waiting list.

Your completed application form and attached documents can be mailed or delivered to:

**The Corporation of the City of London
Housing Access Centre
Citi Plaza, 355 Wellington Street,
Suite 248, 2nd Floor
London, ON N6A 3N7**

APPLICATIONS WILL NOT BE ACCEPTED BY FAX

We've moved! Our new address is Citi Plaza, 355 Wellington Street, Suite 248 and is located on the south side of Citi Plaza, on the 2nd Floor by the movie theatre, to the right of the escalator from the Wellington Street entrance

Personal information contained on this form or in attachments is collected, pursuant to the *Housing Services Act (2011) Sections 169-176* or the *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c M.56)*. This information will be used to determine suitability and eligibility for housing applied to, continuation of housing and the appropriate rent scale and rent geared-to- income charge. 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 you are