

HOUSING SERVICES

Application for Rent Geared-to-Income, Affordable and Market Rent Housing

The following form is to be completed by all households who want to apply to live in rent geared-to-income (RGI), affordable or market rent housing in Dufferin County.

If you require information in an alternate format, please contact us at 519-941-2816 ext. 2500. We will work with you to understand your specific accessibility needs and to provide you with the information within a reasonable time frame.

Eligibility Requirements:

1. At least one member of your household must be 16 years or older. The application must be signed by all members of the household 16 years and older.
2. You must be a Canadian Citizen, Landed Immigrant, or have Refugee Claimant Status and no deportation orders under the Immigration Act (Canada) against any member of the household or no departure orders or exclusion orders under the Immigration Act (Canada) has become effective with respect to any member of the household.
3. The Housing Services Act, 2011 states that a household is eligible for rent-geared-to-income assistance if no member of the household owes money with respect to a previous tenancy in any housing project under any housing program or has a payment plan in place. A Community Housing arrears check will be performed with your application.
4. The total value of all assets owned by all members of the household who are over the age of 16 must be less than \$50,000 for a single person or \$75,000 for a household, if you are applying for rent geared-to-income housing. Bank accounts and investments are examples of assets. Some assets such as Registered Education Savings Plans and Registered Disability Plans are excluded from the limit, but you must still declare them. If you have assets higher than what is listed above, you may qualify for affordable/market rent housing.
5. If you own property, you must agree to sell it within six months of being housed.
6. You must be able to live independently, with or without supports.

Completing the Application:

1. Please **print** all information in ink, or complete all information using the .PDF fillable form.
2. **Do not send original personal documents.** Photocopies only.
3. Copies of proof of Canadian Citizenship, Landed Immigrant Status or Refugee Protection Claimant Document for all members of the household **must** be provided with the application. Do not send Health Card information.
4. By signing the form, you are stating that you have read and understand the "Declaration, Release and Consent to Information". Unsigned applications will be returned.
5. It is the applicant's responsibility to notify our office within 30 days of any changes in your contact information, income, household members, and alternate contacts.
6. If we are unable to contact you at the telephone number(s), email, and/or the address provided on the application your file **will be cancelled**.
7. Complete all sections of the application and via mail to: **County of Dufferin, Housing Services, 30 Centre St, Orangeville ON, L9W 2X1** or fax to **519-941-0271**, or email to communityservicesinfo@dufferincounty.ca

OFFICE USE ONLY: HAD Staff: _____ Int. Trf.: Yes No NOA: Yes No Proof of Assets: Yes No Arrears: Yes No
 Service Manager: _____ Amount Owing: \$ _____ Repay in place & good standing: Yes No
 Declaration signed: Yes No Locations Checklist Complete: Yes No Proof of Status in Canada received: Yes No

Read this Declaration, Release and Consent Section carefully.

| Declaration, Release and Consent: |
|---|
| 1. I/we declare that all information given in this application is complete and correct. |
| 2. I/we understand that this application and all supporting documents become the property of the County of Dufferin, and that the County of Dufferin will release my/our information to Housing Providers when referring my/our household for accommodation. Information will be released as permitted by law. I/we further understand that personal information may be disclosed to the Ministry of Municipal Affairs and Housing and other municipal/provincial and federal departments and agencies that assist in the provision of affordable housing. |
| 3. I/we understand that when rental accommodation is provided to me/us, it will be occupied only by the persons listed on this application, and no other persons may live with me/us. |
| 4. I/we agree with the choices that I have outlined in the Housing Locations Checklist for Dufferin County which is attached hereto. |
| 5. I/we understand that this application does not constitute an agreement on the part of the County of Dufferin to provide me/us with rental accommodation. |
| 6. I/we authorize the County of Dufferin to obtain such information as permitted by law, and the County of Dufferin will use the information I/we give to: <ol style="list-style-type: none"> a. Determine if I am/we are eligible for Rent-Geared-to-Income, Affordable or Market Housing. b. Determine if I am/we are eligible for Special Needs Housing or Special Priority Policy (SPP). c. Contact my/our household and contacts to review my/our eligibility, or to offer accommodation. d. Determine the size and type of unit for which I am/we are eligible. e. Determine my/our household's placement on the Centralized Waiting List. f. Confirm that no members of this household owe arrears of rent, or cost of damages, to any Housing Provider in Ontario by consulting with any Housing Provider and the Province Wide Arrears Database. |
| 7. I/we declare that I/we must pay back or arrange to pay any money I/we may owe with respect to a previous tenancy under any provincial housing program before housing can be offered. |
| 8. I/we declare that all household members are residing in Canada legally. |
| 9. I/we understand that it is an offence, under the <i>Housing Services Act, 2011</i> , for an applicant or any individual to knowingly obtain or assist a household member to obtain rent geared-to-income assistance for which they are not entitled. Such an offence carries up to a \$5,000.00 fine or up to 6 months imprisonment, as well as a prohibition from re-applying for assistance for a minimum period of two years. If something in this application is missing, incorrect or false, the County of Dufferin or the Housing Providers to whom I/we have applied may request additional information or may cancel this application. My/our tenancy may be terminated if false information is determined after approval of my/our application for housing. |
| 10. I/we understand that any inquiries with respect to my personal information may take the form of electronic data exchanges. |
| <p>11. Changes effective July 1, 2021 – Single Offer Rule</p> <p>I/we understand that all applicants on the Housing Access Dufferin centralized wait list will receive one (1) offer of housing. This change is required by the province of Ontario as written in Ontario Regulation 367/11 Section 32.2.</p> <p>If I/we do not accept an offer, I/we may choose to cancel our application, or to remain on the wait list with a re-ordered application date.</p> <p>*Exceptions may be made due to extenuating circumstances, at the Service Manager's discretion.</p> |

Having declared that the above is true, I/we consent to the following:

I/we authorize the County of Dufferin and the Housing Providers to whom I am/we are applying to collect personal information about me in accordance with the *Housing Services Act, 2011*.

I/we consent to the verification, disclosure and transfer of information given on this form and attachments by or to any entity as required under law without any further notice to this household and will provide any required supporting material. I/we understand that this will be done if the information is necessary to make decisions or verify my/our eligibility for assistance under the following legislation:
Housing Services Act, 2011 (HSA); Residential Tenancies Act, 2006 (RTA); Ontario Works Act, 1997 (OW); Ontario Disability Support Program Act, 1997 (ODSP); Child Care and Early Years Act, 2014.

I/we consent to the County of Dufferin giving the information on this form and any attachments to any government office or agency or individual with whom the County of Dufferin has made an agreement under the HSA, without further notice to me/us, for the purpose of conducting research related to a social benefit program or Community Housing or Rent Geared-to-Income assistance program.

This consent shall grant irrevocable authority to the County of Dufferin to use this information as stated and shall grant irrevocable authority to any agency who has information pertaining to my/our housing application to release requested information to the County of Dufferin.

Signatures of all household members over the age of 16 years:

| | | |
|-------|-----------|-------|
| _____ | _____ | _____ |
| Name | Signature | Date |
| _____ | _____ | _____ |
| Name | Signature | Date |
| _____ | _____ | _____ |
| Name | Signature | Date |
| _____ | _____ | _____ |
| Name | Signature | Date |

**NOTICE WITH RESPECT TO THE COLLECTION OF PERSONAL INFORMATION
 (Municipal Freedom of Information and Protection of Privacy Act, Housing Services Act, 2011 and Residential Tenancies Act, 2006)**

Personal information provided within this application or in any attachments to it is collected and maintained by the County of Dufferin and/or the Housing Provider(s), under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, the Housing Services Act, 2011 and the Residential Tenancies Act, 2006*. This information is held in confidentiality and will be used only as set out in this form. Questions or concerns about the collection, use or disclosure of personal information, should be directed to the Housing Access Dufferin office, 30 Centre St., Orangeville, ON L9W 2X1 or by telephone at 519-941-6991 x2021.

Written information on Eligibility, Applicant Obligations, Waiting List Procedures, etc., can be found in the Housing Access Dufferin (HAD) Information Brochure for Applicants and are available at www.dufferincounty.ca Staff are available at (519) 941-6991 x2021 for assistance.

Application for Rent Geared-to-Income, Affordable and Market Rent Housing

NOTE: Housing offers are made during business hours only and are time sensitive. Provide a telephone number and/or email, where you can safely be reached or immediately notified.

If you are applying for Special Priority Status, check the next box.

- I/We currently living with this person who is abusive and intend to permanently live apart from them.
- I/We currently are no longer living with the alleged abuser, and haven't been since: _____
Date (D/M/Y)
- I/We are currently impacted by human trafficking.
- It is safe to contact me using the information given in the Contact Information section.

Written verification and a completed "Special Priority Verification Form" are required. Contact the Housing Access Dufferin office or visit www.dufferincounty.ca for details.

Applicant # 1

| | |
|------------------------------|---------------------------------|
| Last Name: | First Name: |
| Alternate/Preferred Name(s): | Date of Birth (day/month/year): |

Mailing Address

| | | |
|------------------|----------------|--------------|
| Apt/Unit Number: | Street Number: | Street Name: |
| City/Town: | Province: | Postal Code: |

Physical Address (If different from mailing address)

| | | |
|------------------|----------------|--------------|
| Apt/Unit Number: | Street Number: | Street Name: |
| City/Town: | Province: | Postal Code: |

Contact Information

| | |
|--|---|
| Phone #: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile | Alternate Phone#: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile |
| Email Address: | Interpretation Services Required: <input type="checkbox"/> Yes Specify language: _____ |

Status in Canada (please check one):

- Canadian Citizen (Submit copy of Birth Certificate or Citizenship Card)
- Permanent Resident (Submit copy of Permanent Resident Card)
- Refugee Claimant (Submit copy of Refugee Claimant documents)
- Other: _____ (Submit documentation on status)

| Applicant #2 | | | | |
|---|------------|--|------------------|----------------------------|
| Last Name: | | First Name: | | |
| Alternate/Preferred Name(s): | | Date of Birth (day/month/year): | | |
| Relationship to Applicant #1: | | | | |
| Mailing Address Same as Applicant #1: <input type="checkbox"/> | | | | |
| Apt/Unit Number: | | Street Number: | | Street Name: |
| City/Town: | | Province: | | Postal Code: |
| Phone#: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile | | Alternate Phone #: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile | | |
| Email Address: | | | | |
| Status in Canada (please check one): | | | | |
| <input type="checkbox"/> Canadian Citizen (Submit copy of Birth Certificate or Citizenship Card) | | | | |
| <input type="checkbox"/> Permanent Resident (Submit copy of Permanent Resident Card) | | | | |
| <input type="checkbox"/> Refugee Claimant (Submit copy of Refugee Claimant documents) | | | | |
| <input type="checkbox"/> Other: _____ (Submit documentation on status) | | | | |
| Alternate Contact(s): By providing an alternate contact, you authorize the Housing Access Dufferin office to discuss your file with that person. | | | | |
| Name: | | Relationship: | | Phone Number and/or Email: |
| Name: | | Relationship: | | Phone Number and/or Email: |
| List all other persons who will living with you in the accommodations you are applying for: | | | | |
| Last Name | First Name | Date of Birth (DD/MM/YYYY) | Status in Canada | Relationship |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Is a Baby Expected? <input type="checkbox"/> Yes, Specify Due Date: _____ (Submit medical documentation for proof of pregnancy and Birth Certificate or Record of Live Birth at the time of child's birth) | | | | |
| <input type="checkbox"/> I am the custodial parent of my dependent child(ren) | | | | |
| <input type="checkbox"/> I am the non-custodial parent of my dependent child(ren) with overnight access. | | | | |
| <input type="checkbox"/> Not applicable | | | | |

| What is your current housing situation? | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Rent: Monthly amount: \$ _____ | <input type="checkbox"/> Own | <input type="checkbox"/> Other (please describe): |
| Current Landlord Name: | | |
| Landlord Phone #: | Date Moved In: | |
| Previous Subsidized Housing Information: | | |
| Have you or anyone listed on your application ever lived in subsidized housing? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, name of the person(s) who lived in subsidized housing _____ _____ | | |
| Name of the Housing Provider: | Your address in subsidized housing: | |
| Special Housing Requirements: | | |
| <input type="checkbox"/> I/We require ground floor or elevator access for health reasons. (Please provide medical documentation describing health reasons for this requirement. This selection will exclude you from offers for housing that require the use of stairs). | | |
| <input type="checkbox"/> I/We prefer ground floor or elevator access. | | |
| <input type="checkbox"/> I/We require a parking space. (This selection may exclude you from offers for housing where parking is not available). | | |
| <input type="checkbox"/> I/We require a modified/wheelchair accessible unit. (Please provide medical documentation of accessibility requirements upon application). | | |
| Housing Benefit/Housing Allowance (For residents residing in Dufferin County only): | | |
| By choosing this option, you could be considered for a Housing Benefit/Housing Allowance, which is a monthly amount of money to help pay your housing costs. This option is most suitable for people who want to find their own housing, or who do not want to move but need additional help to pay monthly housing costs. Check the box below to be considered for Benefits/Allowances, based on availability. | | |
| <input type="checkbox"/> I/We currently reside within Dufferin County and are interested in being considered for any Housing Benefit/Housing Allowance opportunities that would provide financial assistance instead of offering a subsidized housing unit. | | |

Income and Asset Limits

All applicants on the Housing Access Dufferin centralized wait list for Rent Geared-to-Income Housing are now required to provide proof of income and assets.

This change is being implemented as written in Ontario Regulation 367/11 s.32.4 & 32.5 indicating that the Service Manager (County of Dufferin) shall establish local eligibility rules that limit maximum household income and assets to determine continued eligibility for Rent Geared-to-Income assistance.

| | |
|---|--|
| Do you own Real Estate? <input type="checkbox"/> Yes <input type="checkbox"/> No | Location: |
| Estimated Value: | Mortgage Outstanding at date of Application: |


Please provide the following documents for **all household members 16 years of age and older** (Please ensure that the NAME appears on all documentation that you submit):

- Most recent Notice of Assessment** from the Canada Revenue Agency (CRA) – if prior to July 1, then the prior tax year submission is acceptable. Please call the CRA at 1-800-959-8281 for help obtaining information, if needed.
- Bank Profile (not bank statements)** is a summary of all accounts you have at the bank, and the balances in those accounts. If you do online banking, it is the landing page that you see once you have logged in. If you do not do online banking, you can go to the bank and request this information when you do your regular banking activity. Some banks will refer to this as a 'Customer Snapshot'.
- Investments** accounts outside of your financial institution (investment statements)
- If you own a home, please provide a Municipal Property Assessment Corporation (MPAC) assessment**, or recent municipal property tax bill. Along with a copy of your most current mortgage statement (if applicable). Please call the MPAC 1-866-296-6722 for help obtaining information on the MPAC assessment, if needed.



Please Note: Failure to produce this information, could result in the cancellation of your Housing Access Dufferin application.

Housing Location Checklist for Dufferin County

The maximum number of bedrooms allowed is one bedroom per couple and one additional bedroom for each family member. In the boxes below, you may choose units with only the maximum number of bedrooms for your family size or you may also choose units with fewer bedrooms.

Identify your selection by inserting a ✓ in the white box associated with the location and # of bedrooms you are eligible for. A grey box indicates that the unit option is not available. **Locations marked with a  indicate that an accessible modified unit is part of the composition – it does not mean that all bedrooms of this size are accessible modified units.** Please note that the level or degree of accessibility will vary between locations and may vary within the same location. Modifications may affect front entrances as well as the individual units.

Rent Geared-to-Income Housing

| Orangeville | Tenant Type | Building Type | # of Bedrooms Available in Unit | | | | | Elevator Available | Smoke Free |
|--|-------------|---------------|---------------------------------|---|---|---|---|--------------------|------------|
| | | | Bachelor | 1 | 2 | 3 | 4 | | |
| 19 First St | Any | Apartment | | | | | | | |
| 22 Third Ave | Any | Apartment | | | | | | ✓ | ✓ |
| 305 Broadway | Any | Apartment | | | | | | | |
| 311 Broadway | Any | Apartment | | | | | | | |
| 12 Hillside Dr | Any | Apartment | | | | | | | |
| 43 Bythia St | Senior Only | Apartment | | | | | | ✓ | ✓ |
| 54 Lawrence Ave | Any | Townhouses | | | | | | | ✓ |
| 56 Bythia St | Any | Apartment | | | | | | ✓ | ✓ |
| 67C Townline | Any | Apartment | | | | | | | |
| 70 Second Ave | Any | Apartment | | | | | | | |
| Scattered Locations | Any | Detached | | | | | | | |
| Grand Valley | Tenant Type | Building Type | # of Bedrooms Available in Unit | | | | | Elevator Available | Smoke Free |
| | | | Bachelor | 1 | 2 | 3 | 4 | | |
| 71 Emma St South | Senior Only | Apartment | | | | | | ✓ | ✓ |
| 33 Main St North | Any | Apartment | | | | | | | |
| Shelburne | Tenant Type | Building Type | # of Bedrooms Available in Unit | | | | | Elevator Available | Smoke Free |
| | | | Bachelor | 1 | 2 | 3 | 4 | | |
| 250 Simon St | Senior Only | Apartment | |  | | | | ✓ | ✓ |
| 207 William St | Any | Apartment | | | | | | | ✓ |
| 227 William St | Any | Apartment | | | | | | | ✓ |
| Fiddleville Non-Profit 225/325 Robert St. | Any | Apartment | |  | | | | | ✓ |
| | Any | Townhouses | | | | | | ✓ *lift | ✓ |
| 520 Main St. | Any | Apartment | | | | | | | |
| Scattered Locations | Any | Duplex | | | | | | | |

| Supportive Housing | | | | | | | | | |
|---|-------------|---------------|--|---|---|---|---|--------------------|------------|
| Orangeville | Tenant Type | Building Type | Available Units - Bachelor & 2 Bedroom | | | | | Elevator Available | Smoke Free |
| 236 First St | Any | Apartment | By Referral Only – Please call 519-941-6991 ext. 2110 | | | | | | ✓ |
| Affordable and Market Rent Housing | | | | | | | | | |
| Orangeville | Tenant Type | Building Type | # of Bedrooms Available in Unit | | | | | Elevator Available | Smoke Free |
| | | | Bachelor | 1 | 2 | 3 | 4 | | |
| 40 Lawrence Ave | Senior Only | Apartment | | ♿ | ♿ | | | ✓ | ✓ |
| 54 Lawrence Ave | Any | Townhouses | | ♿ | | | | | ✓ |
| Shelburne | Tenant Type | Building Type | # of Bedrooms Available in Unit | | | | | Elevator Available | Smoke Free |
| | | | Bachelor | 1 | 2 | 3 | 4 | | |
| 301 First Ave East | Senior Only | Apartment | | ♿ | ♿ | | | ✓ | ✓ |
| McKelvie Burnside Village 200 Mill St | Senior Only | Apartment | | | | | | | ✓ |
| Housing Providers (Co-operatives and Non-Profits) | | | | | | | | | |
| Orangeville | Tenant Type | Building Type | # of Bedrooms Available in Unit | | | | | Elevator Available | Smoke Free |
| | | | Bachelor | 1 | 2 | 3 | 4 | | |
| Shaw's Creek Co-operative 20 Century Dr | Any | Townhouses | | | ♿ | | | | |
| Dufferin Gardens Co-operative 15 Sherbourne St | Any | Townhouses | | | | | | | |
| Orangeville Non-Profit (Ivy MacDonald Court) 22 Sherbourne St | Any | Apartment | | ♿ | ♿ | | | | |
| | Any | Townhouses | | | | | | | |
| Credit River Non-Profit (Quarry Gates) 60 Chisholm St | Senior Only | Apartment | | ♿ | | | | ✓ | ✓ |
| | Any | Townhouses | | | | | | | |
| Lavendar Lane Co-operative 61 Second St | Any | Apartment | | ♿ | ♿ | | | | |
| | Any | Townhouses | | | | | | | |

Locations marked with a '♿' indicate that an accessible modified unit is part of the composition – it does not mean that all bedrooms of this size are accessible modified units