



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.

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 have no deportation order under the Immigration Act (Canada) against any member of the household or no departure order or exclusion order 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. If you own property, you must agree to sell it within six months of being housed.
Completing the Application:
1. Please print all information in ink.
2. Do not send original personal documents. Photocopies only.
3. Copies of Canadian Birth Certificates, 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. Visit our website at www.dufferincounty.ca for a list of acceptable proof of status documents.
4. By signing the form, you are stating that you have read and understand the "Declaration, Release and Consent to Information."
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, including alternate contacts, and/or the address provided on the application your file will be cancelled .
7. Complete all sections of the application and mail it to: County of Dufferin, Housing Services, 30 Centre St, Orangeville ON, L9W 2X1 Applications can also be faxed to 519-941-0271 or emailed to communityservicesinfo@dufferincounty.ca
8. Unsigned applications will be returned.

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.

OFFICE USE ONLY: _____	_____HAD Staff: _____
Arrears: <input type="checkbox"/> No <input type="checkbox"/> Yes: Service Manager: _____	Amount Owing: \$ _____ Repay in place & good standing: <input type="checkbox"/> No <input type="checkbox"/> Yes
Declaration signed: <input type="checkbox"/> No <input type="checkbox"/> Yes	Locations Checklist Complete: <input type="checkbox"/> No <input type="checkbox"/> Yes Proof of Status in Canada received: <input type="checkbox"/> No <input type="checkbox"/> Yes

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 hereto attached.
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

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.

Portable Housing Benefit/Housing Allowance:

By choosing this option, you could be considered for a Portable 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.

I/We are interested in being considered for Portable Housing Benefit/Housing Allowance opportunities that would provide financial assistance instead of offering a subsidized housing unit.

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 live in or moved from (in the past three months) an abusive relationship.
- I/We are currently impacted by human trafficking.

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 Name(s):	
Date of Birth (day/month/year):	Social Insurance Number (optional):	Gender:	
Mailing Address:	City/Town:	Postal Code:	
Telephone Number that you can be safely reached at during business hours:	Email Address:		

What is your current housing situation?

<input type="checkbox"/> Rent: Current monthly amount: \$ _____	<input type="checkbox"/> Own	<input type="checkbox"/> Other:
Current Landlord Name:	Landlord Number:	Date Moved In:

What was your previous housing situation?

Previous Landlord Name:	Landlord Number:	Length of Tenancy:
Previous 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)

Interpretation Services Required

- Yes Specify language: _____
- No

Applicant #2		
Last Name:	First Name:	Alternate Name(s):
Date of Birth (day/month/year):	Social Insurance Number (optional):	Gender:
Relationship to Applicant #1:		
Address: Same as Applicant #1: <input type="checkbox"/>	City/Town:	Postal Code:
Telephone Number that you can be safely reached at during business hours:	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)		

List all other persons who will live in the accommodations applied for:				
Last Name	First Name	Date of Birth (DD/MM/YYYY)	Gender	Relationship

Is a Baby Expected? Yes Specify Due Date: _____
(Submit Birth Certificate or Record of Live Birth at the time of child's birth)

- I am the custodial parent of my dependent child(ren)
 I am the non-custodial parent of my dependent child(ren) with overnight access
 Not applicable

The size of unit for which you are eligible is determined by the number of household members in accordance with the County of Dufferin Occupancy Standards Procedure. Should you need a unit larger than that for which your household would be eligible, please contact Housing Access Dufferin.

Alternate Contact: By providing an alternate contact, you authorize the Housing Access Dufferin office to discuss your file with that person.

Name	Relationship	Telephone Number and/or Email Address

All individuals applying to live in Rent Geared-to-Income, Affordable or Market Rent Housing are required to complete the Detailed Statement of Gross Monthly Income and List of Assets (below). The application is incomplete until all income and assets have been declared.

Detailed Statement of Gross Monthly Income (before deductions)			
List of Sources of Income (GROSS)	Applicant #1	Applicant #2	Other Applicants
Old Age Security (OAS)			
GAINS - Aged			
Canada Pension Plan (CPP)			
Pension – Other Countries			
Ontario Disability Support Program (ODSP)			
Workplace Safety Insurance Benefits (WSIB)			
Other Disability Pensions			
Veterans Affairs Canada Pension			
Private Pension (specify):			
Income: Full Time/Part Time/Self Employment			
Ontario Works (OW)			
Child Support/Spousal Support			
Sponsorship Payments			
Employment Insurance			
Annuities/RIF Payments			
Student Grants			
Ontario Student Assistance Program (OSAP)			
Other Income (specify):			
Total GROSS Monthly Income			
List of Assets	Applicant #1	Applicant #2	Other Applicants
Bank/Trust/Credit Union			
Investments/GIC/Stocks & Shares/Bonds/TFSA			
RRSP/RESP and Annuities			
Rent Revenue			
Business Assets			
Other Assets (specify):			
Total Value of Assets			
Do you own Real Estate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location:		
Estimated Value:	Mortgage Outstanding at date of Application:		

Special Housing Requirements:

- I/We require ground floor or elevator access for health reasons.
(This selection will exclude you from offers for housing that require the use of stairs).
- I/We prefer ground floor or elevator access.
- I/We require a parking space.
(This selection may exclude you from offers for housing where parking is not available).
- I/We require a modified/wheelchair accessible unit.
(Please provide medical documentation of accessibility requirements upon 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.

Contact the Housing Access Dufferin office at 519-941-6991 x2021 to clarify how many bedrooms your household is eligible for.

Locations marked with a '♿' indicate that an accessible modified unit is present. 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		
114 Broadway	Senior/Singles	Apartment							
15 John St	Senior/Singles	Apartment							
16 William St	Senior/Singles	Apartment							
19 First St	Senior/Singles	Apartment							
22 Third Ave	Senior/Singles	Apartment						✓	✓
260 Broadway	Senior/Singles	Apartment							
305 Broadway	Senior/Singles	Apartment							
311 Broadway	Senior/Singles	Apartment							
37 Fifth Ave	Senior/Singles	Apartment							
4 Hillside Dr	Family	Apartment							
12 Hillside Dr	Family	Apartment							
43 Bythia St	Senior	Apartment						✓	✓
53 First Ave	Singles/Family	Apartment							
54 Lawrence Ave	Family	Townhouses							✓
56 Bythia St	Senior/Singles	Apartment						✓	✓
58 William St	Senior/Singles	Apartment							
67C Townline	Senior/Singles	Apartment							
70 Second Ave	Singles/Family	Apartment							
9 McCarthy St	Senior/Singles/Family	Apartment						✓	✓
Scattered Locations	Singles/Family	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	Apartment						✓	✓
33 Main St North	Senior/Singles/Family	Apartment							

Rent Geared-to-Income Housing

Shelburne	Tenant Type	Building Type	# of Bedrooms Available in Unit					Elevator Available	Smoke Free	
			Bachelor	1	2	3	4			5
250 Simon St	Senior	Apartment		♿					✓	✓
207 William St	Senior/Singles	Apartment								✓
227 William St	Senior/Singles	Apartment								✓
Fiddleville Non-Profit 225/325 Robert St	Senior/Singles/Family	Apartment		♿	♿					✓
	Family	Townhouses			♿	♿			✓ *lift	✓
Scattered Locations	Family	Duplex								

Affordable and Market Rent Housing

Orangeville	Tenant Type	Building Type	# of Bedrooms Available in Unit					Elevator Available	Smoke Free	
			Bachelor	1	2	3	4			5
40 Lawrence Ave	Senior	Apartment		♿	♿				✓	✓
54 Lawrence Ave	Senior/Family	Townhouses		♿						✓
Shelburne	Tenant Type	Building Type	# of Bedrooms Available in Unit					Elevator Available	Smoke Free	
			Bachelor	1	2	3	4			5
301 First Ave East	Senior	Apartment		♿	♿				✓	✓
McKelvie Burnside Village 200 Mill St	Senior	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	Family	Townhouses			♿					
Dufferin Gardens Co-operative 15 Sherbourne St	Family	Townhouses								
Orangeville Non-Profit (Ivy MacDonald Court) 22 Sherbourne St	Senior/Singles/Family	Apartment								
	Family	Townhouses								
Credit River Non-Profit (Quarry Gates) 60 Chisholm St	Senior	Apartment		♿	♿			✓	✓	
	Family	Townhouses			♿					
Lavendar Lane Co-operative 61 Second St	Senior/Singles	Apartment		♿						
	Family	Townhouses			♿					