



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

SENIORS

APPLICATION FOR RENT-GEARED-TO-INCOME (RGI) HOUSING ASSISTANCE

Office Use Only

- Special Priority
- Urgent
- Insitu
- District

DO NOT FAX YOUR APPLICATION FORM. FAXED APPLICATIONS ARE NOT ACCEPTED

Section 1 – Primary Applicant Details

New Application		Non Profit Market Tenant Requesting RGI	
Transfer to Another Housing Provider			
Title:	Mr.	Mrs.	Ms.
Last Name	First Name:		Middle Initial:
Maiden Name/Alias:			
Marital Status:	Single Married	Divorced Widowed	Common Law Separated
Date of Birth (MM/DD/YYYY):	Age Yrs:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Status in Canada	Canadian Citizen Indian Status	Permanent Resident Metis Status	Refugee Claimant <input type="checkbox"/> Inuit
Social Insurance Number:			

Please tell us how you were informed about Housing Services.

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Special Priority (This pertains to all members listed on the application)

<input type="checkbox"/> I am applying for special priority status because I or someone in my household is currently a victim of abuse.
<input type="checkbox"/> I have lived apart from the abuser for less than 3 months.
If you checked above, please specify date moved out: _____
If you checked either of the above, please obtain a <i>Verification Declaration Package</i> from the Housing Services Intake.

Mailing Address

Address:		Apt No.:
City:	Province:	Postal Code:

Telephone Numbers

Home:	Cell Phone:
Work:	Can you take personal calls? Yes No
Can we safely contact you at this address and phone number?	Yes No
If no, where can we contact you?	

Persons to contact in your absence or to act as an interpreter

Name	Relationship	Telephone Number(s)

Present Accommodation

Home Information	Own	Co-Own	Rent	Temporary	<input type="checkbox"/> Homeless
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Current Landlord Information (Leave blank if the same as Applicant)

Landlord Name:		
Landlord Address:		
Landlord Telephone Number:		
City	Province	Postal Code
Length of Tenancy (Months):	Number of Bedrooms:	

Section 2 - Co-Applicant Details

Title:	Mr.	Mrs.	Ms.
Last Name:	First Name:		Middle Initial:
Maiden Name/Alias:			
Marital Status:	Single Married	Divorced Widowed	Common Law Separated
Date of Birth (MM/DD/YYYY):	Age Yrs:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Status in Canada	Canadian Citizen Indian Status	Permanent Resident Metis Status	Refugee Claimant <input type="checkbox"/> Inuit
Social Insurance Number:	Band Number:		

Relationship to Applicant

Spouse	Parent	Other	Grandparent
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Section 3 - Previous Subsidized Tenancy and Qualifying for RGI AssistancePlease specify all subsidized or rent-geared-to-income tenancies for Applicant and Co-Applicant(s):

Have you ever lived in subsidized housing or received rent-geared-to-income assistance?	Yes	No
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If Yes, please complete the following: If there are more than 2 tenancies please include them on a separate sheet.

1

Tenant Name:		
Address:		
City:	Province:	Postal Code:
Tenancy Dates (MM/YY)	From:	To:
Landlord Name:		
Landlord Phone Number:		
Landlord Address:		
City:	Province:	Postal Code:

2

Tenant Name:		
Address:		
City:	Province:	Postal Code:
Tenancy Dates (MM/YY)	From:	To:
Landlord Name:		
Landlord Phone Number:		
Landlord Address:		
City:	Province:	Postal Code:

PLEASE ANSWER THE FOLLOWING QUESTIONS TO CONFIRM YOUR ELIGIBILITY FOR RGI ASSISTANCE:

YES	NO	N/A	CRITERIA
			Are all household members: (1) Canadian Citizens, (2) permanent resident applicants, or (3) refugee claimants under the <i>Immigration and Refugee Protection Act</i> (Canada)?
			Are all household members exempt from an enforceable removal order under the <i>Immigration & Refugee Protection Act</i> (Canada)?
			Are all household members free of rental arrears with respect to a previous tenancy <u>in any housing project under any housing program</u>, except in the case of a household that qualifies for Special Priority Status?
			Are all household members free of any conviction by a court of law or findings by an administrative tribunal (Ontario Rental Housing Tribunal) for misrepresenting their income for the purposes of RGI assistance?
			Do all household members intend to divest of residential property (sell home) within six (6) months of receiving RGI assistance?

Section 4 - Income

Statement of all MONTHLY income BEFORE deductions received by all anticipated household members

Tenant Last Name		
Tenant First Name		
Sources of Income	\$ Gross Monthly Amount	\$ Gross Monthly Amount
Ontario Works		
Ont. Disability Support Program (ODSP)		
Full-time Employment		
Part-time Employment		
Self Employment		
Rent Revenue		
Employment Insurance (E.I)		
WSIB (Short Term)		
WSIB (Long Term)		
Old Age Security/G.I.S.		
Immigrant/Government Sponsorship		
Spouses Allowance		
CPP (Canada Pension Plan)		
Guaranteed Annual Income System GAINS		
DVA Disability Pension		
Company Pension		
US Social Security		
Other Country Social Security		
Other Pensions		
Annuity (R.I.F.)		
Alimony / Support Payments		
Student Grants		
OSAP		
Native Band Allowance		
Other Income		

TOTAL MONTHLY HOUSEHOLD INCOME:	\$	\$		
Income Producing Assets	\$ Amount	\$ Amount		
Chequing Account				
Savings Account (1)				
Savings Account (2)				
Bonds/GICs/RRSPs /RIFs/Terms				
Annuities/Shares/Stocks/Mutuals				
Life Ins. Policies (Value)				
Annual Interest Income from Assets				
Other Assets, Specify:				
Non-Income Producing Assets	\$ Amount	\$ Amount		
House				
Cottage / Camp				
Vacant Property				
Less outstanding mortgage				
Business Assets				
Paid-Up Life Insurance				
Monies owed to you over \$500				
Assets transferred within the Past 3 Years:	Item:	Amount:	Date of Transfer:	Amount Transferred:

Section 5 - Housing Preferences

Note: Select unit size based on your family size.

These preferences will determine the properties that you are able to select on this application

Unit Size:

Bachelor	1 Bedroom	2 Bedroom	Bed-Sit
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Community Type:

I/We want to live in a community for: Seniors

Geographic Area: *Please select a geographic area and make a project-specific selection on the Project Selection Sheet*

Thunder Bay – No Preference			
Thunder Bay North	Thunder Bay South	District of Thunder Bay	
Current River Ward	McKellar Ward South	Geraldton Ward	Marathon
McIntyre Ward	Northwood Ward	Longlac Ward	Nipigon
McKellar Ward North	Westfort Ward	Kakabeka Falls	Red Rock
Red River Ward		Manitouwadge	Schreiber

Accessibility:

Can you climb stairs? Yes No

Comments:

Do all household members reside in present accommodation? Yes No
 If No, Explain: _____

Section 6 - Additional Requirements

I/We have no permanent address (e.g. Live in a hostel, hotel, on the street, etc.) Please specify:	Yes	No
I/We have applied for housing within one year of entering Canada Please specify date of entry (MM/DD/YYYY):	Yes	No
I/We have a <u>serious and potentially life threatening medical</u> condition that is being complicated by my/our present accommodation (Please contact our office to obtain the Medical Report)	Yes	No

Section 7 - Building Selection

SENIORS' BUILDINGS

Explanation of Symbols:									
APT/E	Apartment with Elevator		LHC	Local Housing Corporation					
APT-SS	Apartment Single Storey		NP	Non-Profit Provider					
APT/W	Walk-up Apartment		TH	Townhouse					

PLEASE NOTE:

In order for your application to be considered complete, you must select at least one housing project. Incomplete applications will not be processed.

Bldg. Code	Project Name Project Address	Housing Provider	Provider Type	Minimum Age	Bldg Type	# of units	Bedroom Size		<input checked="" type="checkbox"/> SELECTION BELOW
Greenstone – Geraldton Ward									
GG-1	Fisher Court 401 Fourth Ave SW	Thunder Bay District Housing Corporation	LHC	50+	APT/W	20	1		
GG-2	Neill Court 401-R Fourth Ave SW	Thunder Bay District Housing Corporation	LHC	50+	APT/W	21	1		
Marathon									
MR-2	Sprucewood Terrace 101 Whitman Court	Thunder Bay District Housing Corporation	LHC	MIXED	APT/W	31	1		
Nipigon									
NI-1	Greenmantle Apt Wade Crescent	Nipigon Housing Corporation	NP	50+	SEMI APT-SS	10	1	2	
NI-3	Sjolander Court 174 Bell Street	Thunder Bay District Housing Corporation	LHC	50+	APT/W	20	1		
Schreiber									
SB-1	Collingwood Court 610 Winnipeg Street	Thunder Bay District Housing Corporation	LHC	50+	APT/E	23	1		
Thunder Bay North – Current River Ward									
TBCR-1	Bertrand Court 514 N Court St	Thunder Bay District Housing Corporation	LHC	50+	TH	12	0	1	
TBCR-2	Bertrand Court 520, 532, 540 N Court St	Thunder Bay District Housing Corporation	LHC	50+	APT/S S	48	1		
TBCR-12	Wardrope Court 544 N Court St	Thunder Bay District Housing Corporation	LHC	50+	APT/E	60	1	2	

Thunder Bay North – McKellar Ward North										
TBMK-11	Matthews Court 201 Ravenwood Ave	Thunder Bay District Housing Corporation	LHC	50+	APT/E	101		1	2	
TBMK-18	R.K. Andras Court 120, 122 S Cumberland St	Thunder Bay District Housing Corporation	NP FED	50+	APT/E	221	0	1	2	
TBMK-24	Queen's Park Rupert Street	Thunder Bay District Housing Corporation	LHC	50+	TH	4		1		
Thunder Bay South - McKellar Ward South										
TBMK-3	Assef Court 925 Simpson Street	Thunder Bay District Housing Corporation	LHC	50+	APT/E	78		1	2	
TBMK-12	McIvor Court 1100 Lincoln Street	Thunder Bay District Housing Corporation	LHC	50+	APT/E	121		1	2	
TBMK-21	Seppala Court 600 McLaughlin St	Thunder Bay District Housing Corporation	LHC	50+	APT/ W	22		1		
Thunder Bay South – Northwood Ward										
TBNW-1	Badanai Court 150 W Donald St	Thunder Bay District Housing Corporation	LHC	50+	APT/ W	30		1		
TBNW-7	Legion Housing E Donald St, Valour Pl, Grey St, Minto Pl.	Thunder Bay District Housing Corporation	LHC	50+	SEMI	16		1		
Thunder Bay South – Westfort Ward										
TBW-13	Spence Court 230 W Amelia Street	Thunder Bay District Housing Corporation	LHC	50+	APT/E	163		1	2	
Bldg. Code	Project Name Project Address	Housing Provider	Provider Type	Eligible Applicants	Building Type	# of units	Bedroom Size	<input checked="" type="checkbox"/> SELECTION BELOW		
Greenstone – Longlac Ward										
GL-2	Chateaulac 93 Skinner Avenue	Chateaulac Housing Corporation	NP	60+	APT- SS	12		1	2	
Kakabeka Falls										
KF-1	Legion Park Hwy 11-17	Kakabeka Legion Seniors Development Corporation	NP	60+	APT- SS	10		1	2	
KF-2	Village Apartments Phase I 108 Hill Street	Kay Bee Seniors Non Profit Housing Corp.	NP	60+	APT- SS	20		1	2	
KF-3	Village Apartments Phase II 110 Hill Street	Kay Bee Seniors Non Profit Housing Corporation	NP	60+	APT- SS	10		1	2	
Manitouwadge										
MN-1	Phase I 84 Huron Walk	Manitouwadge Municipal Housing Corporation	NP	60+	APT/E	13		1	2	
Red Rock										
RR-1	Mountainview Crt 30 Taylor Ave	Red Rock Municipal Non Profit Housing Corp.	NP	60+	APT- SS	12		1	2	
Thunder Bay North – Current River Ward										
TBCR-4	Holy Protection Millenium 256 Wolseley Street	Holy Protection Millenium Home	NP	60+	APT/ E	30		1	2	
Thunder Bay North – McIntyre Ward										
TBMI-3	Suomi Koti 527 County Blvd	Suomi Koti Inc.	NP	60+	APT/ E	60		1	2	

Thunder Bay North – McKellar Ward										
TBMK-22	St. Paul's Place 30 Secord St	St. Paul's United Church Housing Corporation of Thunder Bay	NP	60+	APT/ E	30		1	2	
Thunder Bay North – Red River Ward										
TBRR-3	Elizabeth Court 275 Madeline Street	Thunder Bay District Housing Corporation	LHC	60+	APT/ E	121		1	2	
TBRR-5	Good Shepherd Village Phase I 51 Walkover St	Lakehead Christian Senior Citizen Apartments	RS FED	60+	APT/ E	30		1	2	
TBRR-6	Good Shepherd Village Phase II 51 Walkover St	Lakehead Christian Senior Citizen Apts	NP	60+	APT/ E	30		1	2	
TBRR-13	PR Cook Apartments 63 Carrie Street	St. Joseph's Care Group	RS FED	60+	APT/ E	181	0	1		
TBRR-16	Clark Towers 9 Regent Street	Thunder Bay District Housing Corporation	LHC	60+	APT/ E	114		1	2	
Thunder Bay South - McKellar Ward										
TBMK-8	Legion Manor 225 Ross Street	Fort William Legion Branch #6 Non Profit Housing Corporation	NP	60+	APT/ E	39		1	2	
TBMK-17	Paterson Court 148 N May Street	Thunder Bay District Housing Corporation	NP	60+	APT/ E	111		1	2	
Thunder Bay – Northwood Ward										
TBNW-10	Manion Court 130 W Donald St	Thunder Bay District Housing Corporation	LHC	60+	APT/ E	102		1	2	
TBNW-5	Holy Cross Villa 411 Frontenac Bay	Holy Cross Villa of Thunder Bay	NP	60+	APT/ E	30		1	2	

Section 8 – Declaration, Consent and Release of Information

I declare that all information given in this application is correct and is complete to the best of my knowledge. The application and supporting documents become the property of The District of Thunder Bay Social Services Administration Board, Housing Services Division, Housing Services Intake (HSI). Copies of the application and supporting documents may be given to housing providers that I have selected for placement on the waiting lists in locations where I wish to live.

Personal information contained on this form or in attachments is collected by the HSI pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, (R.S.O. 1990, c.M.56). This information will be used to determine eligibility for rent-g geared-to-income assistance, eligibility for special needs housing, the size and type of unit, the placement of the household on waiting lists, and the amount of geared-to-income rent. Personal information may be disclosed to Local Housing Corporations, Non-Profit Housing Corporations, the Ministry of Municipal Affairs and Housing, and other municipal/provincial and federal departments and agencies that assist in the provision of affordable housing and to social agencies providing financial assistance to the applicant. Information provided by the household may be shared for the purposes of making decisions or verifying eligibility for assistance under the *Social Housing Reform Act*, (2000), the *Ontario Disability Support Program Act*, (1997), the *Ontario Works Act*, (1997), or the *Day Nurseries Act*. The applicant consents to the verification, disclosure, and transfer of information given on this form and attachments by or to any of the above entities and will provide any required supporting material. Questions about this collection should be directed to Cindy Pareigis, Housing Services, 34 North Cumberland Street, 5th Floor, Thunder Bay ON P7A 8B9, (807) 766-2112 or 1-866-363-0929.

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*; I give my consent and authorization to the Housing Services Intake to:

(1) make inquiries to verify the information given in this application and I authorize any person, corporation, or any social agency having knowledge of required information to release such information to the Housing Services Intake. I agree to provide any supporting material required for my application.

(2) disclose the information given on this form to Non-Profit Housing Corporations, Local Housing Corporations, the Ministry of Municipal Affairs and Housing and other municipal, provincial, and federal departments and agencies that assist in the provision of affordable housing and social services providing financial assistance to me and persons on this application.

I understand that it is my responsibility to inform the Housing Services Intake of any changes in information within 15 days of the change. (i.e., Change of address, telephone number, family composition, type or amount of income).

I agree to provide any supporting material or documents as required by the Housing Services Intake, its administrators and/or participating housing providers.

SIGNATURES: SIGN ON THE LINE LABELLED “APPLICANT”

Please Note: All household members 16 years of age and older must sign below.

Applicant: _____

Date: _____

Applicant: _____

Date: _____

Applicant: _____

Date: _____

Applicant: _____

Date: _____

The information requested on this form is being used to assess for a social program. Nothing in this form is intended to infringe upon the rights guaranteed in the Ontario *Human Rights Code*. The Housing Services Intake is committed to equality, diversity, and non-discrimination.

HOUSING SERVICES INTAKE
34 North Cumberland Street 5th Floor Thunder Bay ON P7A 8B9
(807) 766-2112 1-866-363-0929 FAX: (807) 344-4543
www.tbdssab.on.ca

CHECKLIST FOR SUBMITTING YOUR RGI APPLICATION

Please include all of the following information with your application, for each family member. If you are mailing your application please include photocopies. **If the information is not submitted we cannot process your application.** If you are bringing in your application, be sure to bring the original documents to be photocopied. **PLEASE NOTE: If you are on OW or ODSP benefits, we don't require ID, Income, or Income Tax verification.**

Attach to your application for each family member:

- Proof of Status in Canada:****(One of the following required for each member of the household)**
Canadian Birth Certificate, Canadian Citizenship Documents, Canadian Passport, Status Card, Immigration papers (Record of Landing, Convention Refugee, or Refugee Claimant Forms) Baptismal certificate, Statement of Live Birth (**front and back must be photocopied of all of the above documents**).
- Social Insurance Numbers:** For all household members 16 years of age or older. (Proof of SIN # on income tax documents accepted).
- Proof of Custody of Dependents:** Divorce/Separation agreement (Court Order and/or Minutes of Settlement required); Current school records; Letter signed by primary caregiver stating the percentage of time child spends with each parent. (If the applicant does not have above proof, please complete the Custody Affidavit form which is available in the Housing Services Intake office).
- Monthly Gross Income:** **Verification of ANY/ALL SOURCES OF INCOME, gross amounts received for all household members. Including OAS, CPP, Disability, pensions, private pensions, Student grants, OSAP, Band funding, etc... A copy of your cheque stub showing the gross amount received or a copy of bank book or statements showing the direct deposit amounts.**

Employment income: Copies of cheque stubs for the last two months showing hours of work, rate of pay **OR** a letter from your employer indicating same.

Self-employment: A copy of latest income tax return, with all T4s/T5s or monthly statements from the business.

- Interest:** Updated bank books or statements showing interest earned over the previous 12 months (min. of 3 months accepted). Copies of all GIC's, Canada Savings Bonds, RRSP's, and any other investments showing the current value. Please identify if you receive a monthly or annual annuity.
- Property:** If you own property, a written estimate of its value is required. (MPAC statement or Property Tax Bill). If you have transferred any property or assets within the past three years, please provide details/proof of disbursement of the transfer or sale of property.
- Income Tax Information:** Most recent Income Tax information from previous tax year from Canada Revenue Agency. Income Tax return, Notice of Assessment, or E-File **with all T4's T5's (must be submitted). If you are unable to locate these documents, please contact Canada Revenue Agency @ 1-800-959-8291 for a copy.**
- Pregnancy:** Letter from a health care professional stating approximate due date of baby.
- Priority Requests: Special Priority:** A completed Verification Declaration form with supporting letter from the verifier. (A list of who may complete this form is on the form). **Urgent Status:** A completed Medical Report or other documentation supporting the reason for the Priority Status request.