



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

SINGLES / COUPLES

(NO DEPENDENTS)

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 a Unit Managed by a Different 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:		Band 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 Housing Services Intake.	
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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)
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Present Accommodation

Home Information	Own	Co-Own	Rent	Temporary	<input type="checkbox"/> Homeless
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Current Landlord Information

Landlord Name:	
Landlord Address:	
Landlord Telephone Number:	
City	
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	Child	Parent	Grandparent
Grandchild	Other Relative:	Friend	Other:

Section 3 - Previous Subsidized Tenancy and Qualifying for RGI Assistance

Please 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
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Community Type:

I/We want to live in a community for:	<input checked="" type="checkbox"/> Non Senior (Single/Couples – no dependents)
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Geographic Area: Please select a geographic area below & make a 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
McIntyre Ward	Northwood Ward	Longlac Ward
McKellar Ward North	Westfort Ward	Manitouwadge
Red River Ward		Marathon

Accessibility:

Can you climb stairs?	Yes	No
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Comments:

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 & potentially life threatening medical condition</u> that is being complicated by current accommodations (Please contact our office to obtain the Medical Report)	Yes	No

Section 7 - Building Selection

SINGLES' AND COUPLES' HOUSING

Explanation of Symbols:

APT/E	Apartment with Elevator	MIX	Mixed
APT-SS	Apartment Single Storey	NP	Non-Profit Provider
APT/W	Walk-up Apartment	RS	Rent Supplement Landlord
HOM	Homeless/Hard to House	SIN	Single Person
LHC	Local Housing Corporation	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.

Please select housing projects that offer the number of bedrooms for which you are eligible.

Bldg. Code	Project Name Project Address	Housing Provider	Provider Type	Eligible Applicants	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		
GG-4	Phase II 215 A-F Third Ave	Geraldton Non Profit Housing	NP	SIN	TH	6		1		
GG-5	Phase III Third Street, First St E	Geraldton Non Profit Housing	NP	SIN	SEMI TH	10		1		
Marathon										
MR-1	Abrams Street	Marathon Municipal Non Profit Housing Corporation	NP	SIN	TH	5		1		
MR-2	Sprucewood Terrace 101 Whitman Court	Thunder Bay District Housing Corporation	LHC	MIXED	APT/W	31		1		
MR-3	Warwick Square 5 Hemlo Drive	Marathon Municipal Non Profit Housing Corporation	MIX	SIN	APT/E APT/W	7		1		
MR-4	Wildwood Trail 4 Wildwood Trail	Marathon Municipal Non Profit Housing Corporation	NP	SIN	APT/W	9		1		
Manitouwadge										
MN-3	Phase III Graham Drive	Manitouwadge Municipal Housing Corporation	NP	SIN	TH	9		1		
MN-4	Phase IV 17-19 Ohsweken Road	Manitouwadge Municipal Housing Corporation	NP	SIN	TH	4		1		
Nipigon										
NI-3	Sjolander Court 174 Bell Street	Thunder Bay District Housing Corporation	LHC	50+	APT/W	20		1		
Bldg. Code	Project Name Project Address	Housing Provider	Provider Type	Eligible Applicants	Bldg Type	# of Units	Bedroom Size			<input checked="" type="checkbox"/> SELECTION BELOW

Schreiber									
SB-1	Collingwood Court 614 Winnipeg Street	Thunder Bay District Housing Corporation	LHC	50+	APT/ E	23		1	
Thunder Bay North -McIntyre Ward									
TBMI-2	Pioneer Court 273 Pioneer Drive	Lutheran Community Housing Corporation Support by: LPH	NP	SIN	APT/ E	5		1	
TBMI-6	Rent Supplement Program Various Addresses	Thunder Bay District Housing Corporation	RS	SIN	N/A	N/A		1	
Thunder Bay North – Current River Ward									
TBCR-1	Bertrand Court 514 N Court St	Thunder Bay District Housing Corporation	LHC	50+	TH	12		1	
TBCR-2	Bertrand Court 520, 532, 540 N Court St	Thunder Bay District Housing Corporation	LHC	50+	APT/S S	48		1	
TBCR-13	Rent Supplement Program Various Addresses	Thunder Bay District Housing Corporation	RS	SIN	N/A	N/A		1	
TBCR-12	Wardrope Court 544 N Court St	Thunder Bay District Housing Corporation	LHC	50+	APT/ E	60		1	
Thunder Bay North – McKellar Ward North									
TBMK-4	Bay Court 245 Bay Street	Lutheran Community Housing Corporation	NP	SIN SUP	APT/ E	9		1	
TBMK-5	Cumberland Court 76 S. Cumberland St.	Thunder Bay District Housing Corporation	NP	SIN	APT/ E	7		1	
TBMK-9	Luther Court 185 S Court Street	Lutheran Community Housing Corporation	NP	SIN	APT/ E	24		1	
TBMK-11	Matthews Court 201 Ravenwood Ave	Thunder Bay District Housing Corporation	LHC	50+	APT/ E	101		1	2
TBMK-24	Queen’s Park Rupert Street	Thunder Bay District Housing Corporation	LHC	50+	TH	4		1	
TBMK-18	R.K. Andras Court 120, 122 S Cumberland St	Thunder Bay District Housing Corporation	NP FED	SEN SPN	APT/ E	221	B	1	
TBMK-25	Rent Supplement Program Various Addresses	Thunder Bay District Housing Corporation	RS	SIN	N/A	N/A		1	
Thunder Bay North – Red River Ward									
TBRR-21	Rent Supplement Various Addresses	Thunder Bay District Housing Corporation	RS	SIN	N/A	N/A		1	

Bldg. Code	Project Name Project Address	Housing Provider	Provider Type	Eligible Applicants	Bldg Type	# of Units	Bedroom Size			<input checked="" type="checkbox"/> SELECTION BELOW
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-13	McLaughlin Court 824 McLaughlin Street	Thunder Bay District Housing Corporation	NP	SIN	APT/ W	5			1	
TBMK-14	Metro Lions Centre 1209 E Victoria Ave	Thunder Bay Metro Lions Non Profit Housing Corporation	NP	SIN	APT/ E	36			1	
TBMK-15	Metro Lions Place 205, 207 McKellar St	Thunder Bay Metro Lions Non Profit Housing Corporation	NP	SIN	APT/ W	12			1	
TBMK-16	Native People of Thunder Bay Development Corporation Brodie St, Dease St, Finlayson St, McLeod St, Pacific Ave, Syndicate Ave, Wellington St, Wiley St	Native People of Thunder Bay Development Corporation	FED RS	NAT SEN	DET	8			1	
TBMK-19	Royal Edward Arms 114 S May Street	Thunder Bay District Housing Corporation	RS	SIN	APT/ E	49	B		1	
TBMK-25	Rent Supplement Program Various Addresses	Thunder Bay District Housing Corporation	RS	SIN	N/A	N/A			1	
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-2	Glenwood Court 170 W Donald St	Thunder Bay District Housing Corporation	NP	SIN	APT/ E	15			1	
TBNW-7	Legion Housing E Donald St, Valour Pl, Grey St, Minto Pl.	Thunder Bay District Housing Corporation	LHC	50+	SEMI	16			1	
TBNW-14	Rent Supplement Program Various Addresses	Thunder Bay District Housing Corporation	RS	SIN	N/A	N/A			1	
Thunder Bay South – Westfort Ward										
TBW-15	Rent Supplement Various Addresses	Various Addresses	RS	SIN	N/A	N/A			1	
TBW-13	Spence Court 230 W Amelia Street	Thunder Bay District Housing Corporation	LHC	50+	APT/ E	163		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 Intake, 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.