



Application for Rent-Geared-to-Income Housing

Prince Edward - Lennox & Addington Social Services

Instructions for Completing the Application for Rent Geared to Income Housing

1. Please fill out all sections of the Application form.
2. Please have all household members that are 16 years of age and over:
 - read and sign the Consent and Release form
 - read and sign the Declaration
3. You may be asked to provide verification of any information you provide in your Application.
4. If you require assistance or have any questions about completing the Application, please contact Prince Edward - Lennox & Addington Social Services.

Phone: (613) 354-0957 **Toll Free:** (866) 354-0957

After you have completed the Application, please return it to:

By Mail: Prince Edward - Lennox & Addington Social Services
95 Advance Avenue
Napanee, Ontario K7R 3Y5

By Email: housingwaitlistrgi@lennox-addington.on.ca

By Fax: (613) 354-4099

By Drop off: Prince Edward - Lennox & Addington Social Services
95 Advance Avenue
Napanee, Ontario K7R 3Y5

Prince Edward - Lennox & Addington Social Services
229 Main Street
Picton, Ontario K0K 2T0

Prince Edward - Lennox & Addington Social Services
20 Manitou Crescent West
Amherstview, Ontario K7N 1B4

Prince Edward - Lennox & Addington Social Services
12497A Hwy 41
Northbrook, Ontario K0H 2G0

Please ensure your Application is completed in full. Incomplete Applications will not be processed.

Please keep this page for your records.

It is your responsibility to notify us immediately if you have a change of address or phone number.

Applicant Information

First Name	Last Name	Citizenship Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Sponsored Immigrant <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Permanent Resident
Date of Birth (DD/MM/YYYY)	Social Insurance Number	
Please provide an address, phone number, and e-mail address where we may safely contact you.		
Phone Number	E-mail	
Street Address		Apartment / Unit #
Town/City	Province	Postal Code
Preferred Communication <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> No preference		
Please tell us immediately if your contact information changes. If we cannot contact you, your name may be removed from the waitlist.		

Alternative Contacts *example: spouse, relative, friend*

I give permission to Prince Edward - Lennox & Addington Social Services and/or the housing provider to contact the following individuals if they are unable to reach me at the contact information I provided.

Name	Phone Number	Relationship
Name	Phone Number	Relationship

Community Contacts *example: Ontario Works / Ontario Disability Support Program Caseworker*

I give permission to Prince Edward - Lennox & Addington Social Services and/or the housing provider to contact the following individuals if they are unable to reach me at the contact information I provided.

Name	Phone Number	Relationship
Name	Phone Number	Relationship

Office Use Only

Parental Declaration

I state that the current custody/visitation arrangements of my noted child(ren) is/are:

- My child(ren) has/have lived with me and has/have been in my care and custody since birth. There are currently no court orders or documents dealing with the custody of my child(ren) listed.
- I have shared custody arrangements and have regular overnight visitation with my child(ren).
- There is a plan of care to have overnight visitation with my child(ren) and I have attached written verification from a Children's Aid Society (CAS) to this application.

Additional Comments: _____

Additional Information

Is an additional child expected to join your household (birth, adoption etc.)? Yes No

If **yes**, please give approximate date of arrival: _____

Income Information

List **all** money you and members of your household receive.

List of Income Sources	Gross Monthly Total (before deductions)		
	Applicant	Co-Applicant	Others on Application
Ontario Works (OW)	\$	\$	\$
Ontario Disability Support Program (ODSP)	\$	\$	\$
Employment (full-time, part-time, casual)	\$	\$	\$
Self-employment or business income	\$	\$	\$
Employment Insurance (EI)	\$	\$	\$
Workplace Safety Insurance Board (WSIB)	\$	\$	\$
Old Age Security (OAS)	\$	\$	\$
Canada Pension Plan (CPP)	\$	\$	\$
Other pensions (e.g. company, private, foreign)	\$	\$	\$
Guaranteed Income Supplements (GIS)	\$	\$	\$
Other, please specify:	\$	\$	\$

I do not have any income.

Building Selection

Please review the list of addresses over the next few pages and check the box for each location that you want to apply to. Housing Preferences are limited by eligibility requirements and occupancy standards.

Please select carefully as you will only receive one offer. Your name will be removed from all Prince Edward - Lennox & Addington Rent-Geared-to-Income Housing wait lists should you refuse an offer. You can change your selections at any time by contacting Prince Edward - Lennox & Addington Social Services or by completing an Information/Annual Update Form.

Wheelchair Modified

Town	<input checked="" type="checkbox"/>	Location and Details
Flinton		3496 Flinton Road – URCA Housing Corporation (aged 65+)
Napanee		101 – 139 Meadow Lane / Petri Street
Northbrook		12321 Highway 41 – Pinegrove
Odessa		15 Main Street - Westwood Court
		295 Main Street – Old York Road Place (age 65+)
Picton		42 Downes Avenue - Harmony House (age 65+)
		2 Richmond Street – Hillside Villa
Tamworth		11 Celtic Street

Senior (age 65+)

Town	<input checked="" type="checkbox"/>	Location and Details
Flinton		3496 Flinton Road – URCA Housing Corporation (1 bedroom units)
Napanee		318 Camden Road – Jubilee (1 & 2 bedroom units)
Odessa		295 Main Street – Old York Road Place (1 bedroom units)
Picton		42 Downes Avenue – Harmony House (1 bedroom units)
Tamworth		11 Celtic Street (1 bedroom units)

Adult (age 16+)

Town	<input checked="" type="checkbox"/>	Location and Details
Napanee		34 Water Street – Queen Elizabeth (1 & 2 bedroom units)
		37 Richard Street – The Maples (1 bedroom units)
		369 Dundas Street West – Dundas Heights (1 & 2 bedroom units)
Northbrook		12321 Hwy 41 – Pinegrove (1 & 2 bedroom units)
Picton		16 Lake Street - Twin Pines (1 bedroom units)
		113 West Mary Street - Maple Villa (1 & 2 bedroom units)
		2 Richmond Street – Hillside Villa (1 bedroom units)
Tamworth		693 Addington Street - Sheffield-Meadowview (1 & 2 bedroom units)

Family

Suitable for: Household comprising of one or more adults and their minor dependant(s)

Town	<input checked="" type="checkbox"/>	Location and Details
Flinton		Flinton Road - URCA (2 & 3 bedroom semi-detached row houses)
Napanea		101-139 Meadow Lane / Petri Street (2, 3 & 4 bedroom row houses)
		215 Church Street - Camden Court (2, 3 & 4 bedroom row houses)
Odessa		15 Main Street - Westwood Court (2 & 3 bedroom row houses)
Picton		1-28 Disraeli Street (2, 3 & 4 bedroom semi-detached row houses)
		14a & 14b Barker Street (4 bedroom semi-detached row houses)
		2 Richmond Street - Hillside Villa (2 & 3 bedroom row houses)
Napanea		101-139 Meadow Lane / Petri Street (2, 3 & 4 bedroom row houses)
		215 Church Street - Camden Court (2, 3 & 4 bedroom row houses)

Consent and Release

1. I understand that Prince Edward - Lennox & Addington Social Services, as a service manager, and any housing provider listed in my Application for Rent-Geared-to-Income Housing 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 Prince Edward - Lennox & Addington Social Services will use the information I give them to see if I qualify for Rent-Geared-to-Income Housing that I have applied for, to see if I continue to qualify for Rent-Geared-to-Income Housing and to see how much assistance I am eligible for.
3. I allow Prince Edward - Lennox & Addington Social Services and/or the housing provider to share my personal information, without further notice to me, with the Ministry of Municipal Affairs and Housing, the Ontario Housing Corporation, the Social Housing Corporation, other municipal service managers or district social service 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 *Child Care and Early Years Act, 2014*.
4. I allow Prince Edward - Lennox & Addington Social Services to give the information on this form and any attachments to any government body with whom Prince Edward - Lennox & Addington Social Services has made an agreement under the Act, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or Rent-Geared-to-Income Housing program.
5. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
6. I understand that any information on this form and any attachment given by Prince Edward - Lennox & Addington Social Services to a body listed above is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated 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 Prince Edward - Lennox & Addington Social Services.
8. I am aware that arrears information will be shared with Access Centres across the province once the lease or occupancy agreement is terminated.

Name of Applicant	Signature	Date
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Name of Secondary Applicant	Signature	Date
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Name of Dependant (16 years and older)	Signature	Date
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Name of Dependant (16 years and older)	Signature	Date
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Declaration

1. I give my word that everything I have written in this Application is correct and complete.
2. I understand that if I do not inform Prince Edward - Lennox & Addington Social Services of any changes to my Application in writing that my name may be removed from the Rent-Geared-to-Income Housing wait list.
3. I understand and agree that if a unit is provided, the unit will be occupied by the persons listed on this Application form.
4. I declare that all information given in this Application and any supporting documents become the property of Prince Edward - Lennox & Addington Social Services, and copies of the Application and supporting documents may be given to housing providers that I have chosen.
5. If something on this Application is incorrect or not true, Prince Edward - Lennox & Addington Social Services, or the housing providers I have applied to may request additional information, may cancel my Application and I may be prohibited from re-applying for a minimum period of two years under Prince Edward - Lennox & Addington Social Services – Social Housing rules.
6. I understand that Prince Edward - Lennox & Addington Social Services will use the information I give them to see if I qualify for the Rent-Geared-to-Income Housing I have applied for, to see if I continue to qualify for Rent-Geared-to-Income Housing and how much assistance I am eligible for.
7. I give my word that all members of the household are in Canada legally.
8. Before I can receive housing, I understand that I must make arrangements to pay back any money I owe to any subsidized housing provider.

Name of Applicant	Signature	Date
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Name of Secondary Applicant	Signature	Date
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Name of Dependant (16 years and older)	Signature	Date
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Name of Dependant (16 years and older)	Signature	Date
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