

# Application for Housing



## INSTRUCTIONS

This application must be completed in full and all evidence of incomes and expenses (stubs, payment and rent receipts, etc.) must be included with this application before it can be processed.

Each applicant sixteen years of age and older is required to complete and sign this application. Original signatures are required. If the application is faxed, also send the original by mail.

**Update the application** at least once every two (2) months by calling the Native People of Sudbury Development Corporation office or by filling out the update form found on our website. Applications not updated will be removed from the list of applicants.

Once completed, mail or deliver the application to the following address:

**Native People of Sudbury  
Development Corporation  
68 Xavier Street  
Sudbury, Ontario  
P3C 2B9**


Questions can be answered by contacting the NPSDC office:

**Phone: (705) 674-9996  
toll free at 1-800-300-6713**

**Fax: (705) 674-8056**

**Email: [info@nativehousing.org](mailto:info@nativehousing.org)**

Or visit our website at: [www.nativehousing.org](http://www.nativehousing.org)

This section is for office use only		
Location <input type="checkbox"/> Sudbury <input type="checkbox"/> Espanola	Unit Size  Bedroom(s)	Date Received and Staff Initial

# Native People of Sudbury Development Corporation

## APPLICATION FOR HOUSING

**-CONFIDENTIAL-**

### SECTION #1— APPLICANT INFORMATION

Complete the following chart for each individual applying for housing:

Name of each ADULT applying for housing (16 years of age and older)	Position within the household	Date of Birth (month/day year)	Age	Social Insurance Number
Name of each CHILD applying for housing (15 years old and under)	Position within the household	Date of Birth (month/day year)	Age	
If a baby is expected, record the due date:				

### SECTION #2— CURRENT ADDRESS

Street		Apartment	
City/Town/First Nation		Province	Postal code
<b>Contact Information</b>		Messages Number:	Email Address:
Home Phone Number:(    )    Work:(    )		(    )	

Indicate the type of accommodations you and your family currently live in (check appropriate box √). Also record the number of bedrooms you have.					
Type of accommodation	√	Number of bedrooms	Type of accommodation	√	Number of bedrooms
House	<input type="checkbox"/>		Hotel	<input type="checkbox"/>	
Apartment	<input type="checkbox"/>		Hostel	<input type="checkbox"/>	
Shared apartment or house	<input type="checkbox"/>		Shelter	<input type="checkbox"/>	
Other (give details):					

## SECTION #2— CURRENT ADDRESS (continued)

Indicate if the current accommodations are rented or owned by the applicant(s). Check (√) box.

Rented

Owned

Record the total monthly expenses, or the portion of expenses paid by the applicant(s) if the accommodations are shared. **Provide evidence** of each expense listed. (Record "N/A" if the expenses are not paid.)

Rent or mortgage payment	\$	per month
Average hydro costs	\$	per month
Average heat costs	\$	per month
Average water costs	\$	per month

Indicate the date on which the applicant(s) moved into the current accommodations.

Move in date was:

Has a Notice to vacate the current accommodations been served by the Landlord? Check (√) box.

Yes

No

If yes, explain why. If no Notice has been served by the Landlord, what is the reason for wanting to move from the current accommodations?

Record the name and telephone number of the current Landlord.

Current Landlord's name:

Phone Number: (      )

May the current Landlord be contacted for a reference? Check (√) box.

Yes

No

If "No", explain why:

How much notice is required to be given to the current Landlord before moving? Check (√) box.

No notice is required before moving.

1 month's notice is required before moving.

2 months' notice is required before moving.

Other, explain:

Are there any health problems which may affect the type of accommodation required? Is a separate bedroom required due to medical reasons? Check (√) box.

Yes

No

If the answer is "Yes" to either of the above questions, give details below and provide a doctor's note.

Explanation:

## SECTION #2— CURRENT ADDRESS (continued)

Indicate the number of vehicles owned by the applicant(s): <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> vehicles
Explain any circumstances which may adversely affect the credit rating of the applicant(s): Explanation:
Record the next of kin or contact person to be notified in the event of an emergency or for messages: Name: _____ Phone Number: (     )

## SECTION #3— PREVIOUS ADDRESSES

List the last three (3) addresses where the applicant(s) lived, with #1 being the most recent. Use extra paper to provide further details if there is more than one applicant and the applicants have not resided at the same address.

	Address	Length of time at the address	
		From	To
#1			
#2			
#3			

Has anyone listed in [Section #1](#) (above) ever lived in subsidized housing anywhere in Ontario?  
Check (✓) box.

Yes

No

**If "Yes", give details below:**

Name(s) listed on the subsidized housing lease:

Address of subsidized rental unit:

Date moved in:

Date moved out:

Reason for moving:

Name and address of subsidized housing provider:

Phone Number:  
(     )

Does this person or anyone else listed in [Section #1](#), above owe money to this or any other subsidized housing provider? Check (✓) box.

Yes

No

**If "Yes" indicate check (✓) rental arrears or damages and amount owing:**

Rental arrears

Damages

Final payment date:

## SECTION #4— INCOME INFORMATION

Record all income, before taxes are deducted, of each person listed in [Section #1](#) who is applying for housing. Also list all money expected but not yet received and the approximate date it will be received. Use extra paper if needed. **Provide evidence** of each income listed, included a copy of the previous year's Income Tax Assessment. See the **Definition of Income and Assets** on the next page.

Applicant's Name	Income recorded on prior year's Income Tax Assessment	Income <b>NOT</b> recorded on prior year's Income Tax Assessment*	Current Income per month	Type of Income per month
	\$	Type: Amount:	\$	
	\$	Type: Amount	\$	
	\$	Type: Amount	\$	
List any income not yet received here	Date income is expected:		Amount expected: \$ /month	Type expected:

\*Income not recorded on the prior year's Income Tax Assessment may include (but is not limited to) casual employment monies, craft sales, or monies paid by a First Nation for Student Allowance, General Welfare Assistance, or employment, etc.

## SECTION #5— ASSETS

List all assets, both income-producing and assets with a potential to produce income, owned by each person listed in [Section #1](#) who is applying for housing. Use extra paper if needed. Provide evidence of each asset listed. See the **Definition of Income and Assets** on the next page .

Applicant's Name	Type of Asset	Dollar Value of Asset
		\$
		\$
		\$
Assets with <i>Potential Income</i> Name:	Type: Date Expected:	\$

## **Definition of Income and Assets**

(To be used with Sections #4 and #5)

### **INCOME INFORMATION**

Income means all money received from all sources before taxes are deducted. All income must be listed in Section #4. Examples of income include but are not limited to those listed below:

#### **EMPLOYMENT**

- All work-related income of every type

#### **PENSIONS, ALLOWANCES, AND OTHER INCOME**

- Ontario Works income
- Ontario Disability Support Plan income
- Income from a First Nation for student assistance, social assistance or employment, etc.
- Student grants and loans
- Old Age Security (O.A.S.)
- Guaranteed Income Supplement
- Guaranteed Annual Income Systems (GAINS)
- Canada Pension Plan (C.P.P.)
- Quebec Pension Plan (Q.P.P.)
- Widow/Widower's Pension
- Alimony/support payments
- War Veteran's Allowance
- Employment Insurance monies
- Training allowances (including Canada Manpower Retraining Allowance)
- Payments under Compensation for Victims of Crime Act
- Company pension
- Private pension
- Public Service pension
- Civilian War pension
- Workplace Safety & Insurance Board payments (formerly W.C.B.)
- Military, Militia or Civil Defense Allowance)
- Other income not listed above

### **ASSETS INFORMATION**

Assets are valuable things that are owned (example, property.) Some assets produce income and some have the *potential* to produce income. All assets must be listed in Section #5. Examples of both types of assets include but are not limited to the following:

#### **INCOME-PRODUCING ASSETS**

- Farm property which makes money
- Real estate rented to someone (example: a home, business, farmland, cottage, mobile home, etc.)
- A license which gives income (example: Taxi license)
- A business which gives income.
- One-time lump-sum payments (examples: inheritance, court and out-of-court settlements, etc.)
- Investments. Examples of investments are:
  - ⇒ Savings and chequing accounts at a bank, trust company, credit union, etc.
  - ⇒ Annuities
  - ⇒ Guaranteed Investment Certificates (G.I.C.)
  - ⇒ Stocks or shares in a company
  - ⇒ Bonds or debentures
  - ⇒ Mortgages, land, notes
  - ⇒ Term Deposits

#### **ASSETS WITH POTENTIAL INCOME**

(All of these must also be declared)

- Life Insurance with a cash surrender value
- Registered Retirement Savings Plan (R.R.S.P.) or similar investments
- Real estate (such as a house, condominium, cottage, farmland, mobile home, commercial property or vacant land, car, etc.) that does not give income but is owned by the applicant and has potential income if it is sold
- Collections of items, or investments in other valuable assets which do not give an income
- Business which does not give income
- Other assets not listed above

**SECTION #6**

**VERIFICATION OF NATIVE ANCESTRY AND CANADIAN CITIZENSHIP**

In the chart which follows, list the *full* name of each individual whose name appears in Section #1 of this application for housing. **Place a check (✓) beside each name properly identifying the ancestry of each individual.** If a status card(s) is available, please submit a copy along with this application. **Also place a check (✓) if the individual is a Canadian citizen.**

<b>Names of ALL Applicants</b>	<b>NATIVE ANCESTRY</b> [Check (✓) proper box identifying the ancestry of each applicant]					<b>CANADIAN CITIZEN</b> [Check (✓) box if the applicant is a Canadian citizen]
	Status* [Check (✓) & Enter Band Number]	Non-Status*	Inuit*	Metis*	Non-Native	
	Band #:					
	Band #:					
	Band #:					
	Band #:					
	Band #:					
	Band #:					
	Band #:					
	Band #:					
*As defined by the <i>Indian Act</i> of Canada						
Please sign the declaration and authorization at the end of this application to confirm the accuracy of the above-noted information.						
<b>Location</b>						
Housing units are located in both Sudbury and Espanola, Ontario. Please indicate which area you would like to live in: <input type="checkbox"/> Sudbury <input type="checkbox"/> Espanola						
Add Additional Information and Comments in this Area (Use extra paper if needed)						

**Each applicant sixteen years of age and older is required to carefully review this application. Each applicant sixteen years of age and older is also required to sign the declaration and authorization which follows:**

**SECTION #7— DECLARATION AND AUTHORIZATION**

**By signing below**, I/we declare that all of the information contained in this application, including the verification of Native Ancestry and Canadian Citizenship, is complete and accurate in every respect. I am/we are in Canada legally.

I/we authorize Native People of Sudbury Development Corporation to exchange or confirm all or any of the information recorded in this application with my/our current or previous landlords and authorize any of these individuals to issue a tenant report to Native People of Sudbury Development Corporation. Authorization is also given to any private agency or government body which holds rental or credit information about me/us to release this information to Native People of Sudbury Development Corporation.

I/we understand that this application is for geared-to-income housing based on household income. I/we authorize Native People of Sudbury Development Corporation to, at any time, confirm all or any of my/our income with the source of the income and to check or update my/our credit background by providing the credit agency with the information required.

I/we understand that an interview may be held to discuss my/our housing situation in greater detail. This interview, if granted, will not guarantee housing.

If any item in this application is incorrect or not true, Native People of Sudbury Development Corporation may immediately cancel my/our application without recourse. Furthermore, if I/we obtain housing based on false information I/we acknowledge that Native People of Sudbury Development Corporation will evict me/us as permitted by The Tenant Protection Act.

I/We understand that if I/we are selected to be tenants, only the people listed in this application may live with me/us in a Native People of Sudbury Development Corporation housing unit.

I/we understand that all money owing to any other subsidized housing agency must be paid before I/we can be granted housing with Native People of Sudbury Development Corporation. If I/we obtain housing without first paying these monies and it is subsequently discovered that I/we owe money to another housing agency, Native People of Sudbury Development Corporation may evict me/us, or may provide the other housing (or credit) agency with my/our name and address to pursue collection, or both.

I/we understand that personal information contained on this form or in attachments (including but not limited to Income Tax Information) is collected by Native People of Sudbury Development Corporation pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c.F.31) or the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c.M.56), or any subsequent legislation thereof. This information may be used to determine eligibility for housing or continuation of housing, for the calculation of the appropriate rent geared-to-income charge, and for other purposes indicated herein.

Finally, I/we understand that completion of this application or/and attending an interview called as a result of this application, does not guarantee that Native People of Sudbury Development Corporation will provide rental accommodation.

Print Name	Signature	Date Signed