

Application for Rent-Geared-to-Income Housing

Instructions

1. Please complete **all** sections of this form.*

Incomplete applications cannot be processed and will be returned to the primary applicant for completion,

2. Select the building locations that you would like to be considered for, ensuring you are applying for the buildings you would be eligible for based on unit size and age.

3. The applicant and co-applicant(s) must **read and sign** the Release & Consent (on page 11), and the Declaration (on page 12).

4. Submit by mail, fax, scan/email, or in person at:

Northumberland County Housing Services
555 Courthouse Rd.
Cobourg, ON K9A 5J6
Fax: 905-372-6701
Email: css@northumberlandcounty.ca

*If you are experiencing abuse or are a victim of human trafficking, you should apply for **Special Priority Housing**. If you require an **accessible or modified unit**, you must complete a separate form and attach it to your application for rent geared-to-income housing. You can obtain either of these forms in person at our local office, or online at northumberland.ca/en/living-here/subsidized-housing.aspx.

When it is close to time of offer, you will be required to provide a Birth Certificate or Status in Canada for all members of the household, income verification, financial information, asset documentation, proof of custody for all dependents, and any other information required to verify eligibility for subsidy.

It is your responsibility to notify our office of any changes in your circumstances (including contact information) within 30 days. If we are unable to contact you, your name will be removed from the waiting list, and your file will be cancelled.

Primary Applicant

First Name

Middle Name

Last Name

Status in Canada:

- ☐ Refugee/Refugee
Claimant
- ☐ Sponsored
Immigrant
- ☐ Permanent
Resident
- ☐ Canadian
Citizen

Other (Please Specify)

**Date of Birth
(DD/MM/YYYY)***

Marital Status

Safe Phone Number

Street Address

Unit / Apt. #

City / Town

Province

Postal Code

Is this address safe for mailing purposes?

- ☐ Yes
- ☐ No

Email Address*

*By sharing your email address, you are acknowledging any inquiries with respect to personal information contained for any person listed in this application may take the form of electronic data exchanges and that applicants and co-applicants agree to receive notices and documents by email at the email addresses included in this application.

Preferred method of contact:

- ☐ E-Mail
- ☐ By Phone

Are there any special notes about contacting you?

Alternate Contact Information

If you would you like an alternate contact added to your file (i.e. Spouse, co-applicant, emergency contact, community agency worker), please provide their information below. Providing this information will confirm your consent to discuss your application with them (you may contact our office anytime to withdraw consent).

Name of Contact	Relationship to Applicant	Phone Number

Present Accommodation

Leave blank if same as above.

Street Address	Unit / Apt. #	
City / Town	Province	Postal Code

Do you:

☐ Rent

☐ Own

☐ Temporary

Have you, or anyone else included in this application ever lived in subsidized housing in Ontario? If yes, who?	Name of Housing Provider:	Did this person move out owing arrears?
		☐ Yes ☐ No

Note: If you or anyone applying with you owes rental arrears to any Social Housing Provider in Ontario, we will require a copy of an active repayment agreement before your name will be eligible to be placed on the centralized waiting list.

Housing Composition

Please provide information about all adults and children who live with you. If you will be living alone, please move on to page 6 (Income Information).

First Name	Middle Name	Last Name
Date of Birth (DD/MM/YYYY)*	If relationship is a child, do you share custody of this child?	Percentage (%) of Custody
	☐ No ☐ Yes	
First Name	Middle Name	Last Name
Date of Birth (DD/MM/YYYY)*	If relationship is a child, do you share custody of this child?	Percentage (%) of Custody
	☐ No ☐ Yes	
First Name	Middle Name	Last Name
Date of Birth (DD/MM/YYYY)*	If relationship is a child, do you share custody of this child?	Percentage (%) of Custody
	☐ No ☐ Yes	
First Name	Middle Name	Last Name
Date of Birth (DD/MM/YYYY)*	If relationship is a child, do you share custody of this child?	Percentage (%) of Custody
	☐ No ☐ Yes	
First Name	Middle Name	Last Name
Date of Birth (DD/MM/YYYY)*	If relationship is a child, do you share custody of this child?	Percentage (%) of Custody
	☐ No ☐ Yes	

First Name

Middle Name

Last Name

**Date of Birth
(DD/MM/YYYY)***

**If relationship is a child,
do you share custody of
this child?**

☐ No ☐ Yes

Percentage (%) of Custody

**Were all of the people in your household born in
Canada?**

☐ No ☐ Yes

If no, please explain:

Income Information

At the time of application, self-declaration of **MONTHLY** income **BEFORE** deductions is required. Please list all income you and the members of your household receive from all sources, including:

Employment:

Full time work, part time work, casual or seasonal work, odd jobs, seasonal/vacation pay, long/short term disability, yearly bonus, cost of living bonus, sick pay, tips/gratuities, overtime pay, commissions, self-employment, etc.)

Pensions, Allowances and Other Types of Income:

Ontario Works, ODSP, CPP (all types), OAS/GIS/GAINS, RIF payments, Employment Insurance, company pensions, workers compensation benefits, alimony payments, child support payments, Canada Child Benefit, one-time lump sum payments, OSAP/grants/bursaries, investment income, etc.)

When an offer of housing is made to you, proof of your gross income and assets will be required. We will also require a copy of your most recent Notice of Assessment (NOA) from Canada Revenue Agency.

Name of person
receiving income

Type of Income (refer to examples above)

Gross monthly income
(before deductions)

Name of person
receiving income

Type of Income (refer to examples above)

Gross monthly income
(before deductions)

Name of person
receiving income

Type of Income (refer to examples above)

Gross monthly income
(before deductions)

Name of person
receiving income

Type of Income (refer to examples above)

Gross monthly income
(before deductions)

Name of person
receiving income

Type of Income (refer to examples above)

Gross monthly income
(before deductions)

Asset Information

As of July 1st, 2023, the asset limit in Northumberland County for RGI is \$75,000. If your household assets are \$75,000 or higher, you may be ineligible for RGI and will not be added to the waitlist. If your situation changes, you may reapply.

All assets must be declared for each household member, including assets that are jointly owned with others outside your household. Up-to-date documentation of all assets is required prior to offer of housing.

Types of Assets Include:

Chequing & savings accounts, TFSAs, overseas foreign accounts, investments (term deposits, GIC's, mutual funds), RRSPs, RESPs RRIFs, Life Insurance (cash surrender value more than \$100,000), second personal vehicle if over \$15,000 (first personal vehicle exempt), Homeownership (including residential/non-residential)

Do you have assets over \$75,000?

☐ No

☐ Yes

If yes, please explain in detail, including amounts:

Housing Preferences

Instructions

In this part of the application, you will find a list of housing providers that offer rent-gear-to-income housing. Please review this list and select the box next to the building(s) where you would like to live.

Note: To be placed on the waitlist for a senior building, you must be 60 years of age or older.

To review all building locations and their approximate wait times, please visit our website at:

northumberland.ca/en/living-here/subsidized-housing.aspx

Please choose carefully as you will receive ONLY one (1) offer before your name is removed from the waiting list for all locations.

Unit Size

There are rules about the size of unit that you can qualify for if your rent is subsidized. The largest unit size allows one bedroom per person; spouses are expected to share. What size do you want to apply for?

☐ 1 bedroom

☐ 2 bedroom

☐ 3 bedroom

☐ 4 bedroom

Modified Units

Do you require a modified unit (e.g. wheelchair accessible unit)?

☐ Yes

☐ No

If yes, you will need to call 905-372-3329 or 1-800-354-7050 ext. 2483 to obtain the Limitations Assessment form to be completed by your health care professional. You can also pick one up at our office, or on our website (linked on page 1 of this application). This additional form will need to be attached with your RGI application.

Stairs

Are you able to accept a second floor apartment if no elevator is available at the address(es) selected?

☐ Yes

☐ No

Rent Supplements

From time to time, units become available in buildings owned by private landlords. These units can be subsidized by Northumberland County under the Rent Supplement Program. As the locations of these units can change, waiting lists are kept according to the city or town.

Would you be interested in being offered a rent supplement unit by a private landlord?

☐ Yes

☐ No

Building Selection

The following Housing Providers provide rent-gear-to-income accommodation in Northumberland County.

The building selections are listed by community, and include the building name, address, the provider type, tenant type, building type with number of bedrooms, and accessibility information.

Provider explanations:

NCHC - Northumberland County Housing Corporation

Co-op - Co-operative housing

NP - Non-profit housing

Please indicate by checking the appropriate address for the provider(s)/location(s) that you would like your application to be considered for.

Brighton:

- ☐ Francis Court - 2 Francis Street - NCHC - Mixed - 1 bdrm apartments
- ☐ Midland Court - 12A Meade Street - NCHC - 50+ - 1 bdrm apartments
- ☐ Midland Court II - 12 Meade Street - NCHC - 50+ - 1 bdrm apartments

Campbellford:

- ☐ Kinlee Terrace - 224 First Street - NP - Family - 2, 3, & 4 bdrm townhouses
- ☐ Multicare Lodge - 174 Oliver Road - NP - Senior/Supportive - 1 & 2 bdrm apartments (elevator)
- ☐ Sunrise Court - 111 Front Street South - NCHC - Senior - 1 bdrm apartments
- ☐ Sunset Court - 112 Front Street South - NCHC - Mixed - 1 bdrm apartments

Hastings:

- ☐ Victoria Place - 94 Victoria Street - NP - Senior - 1 & 2 bdrm apartments

Warkworth:

- ☐ Mill Creek Manor - 140 Church Street - NP - 60+ - 1 & 2 bdrm apartments (elevator)

Cobourg:

- ☐ Elgin Estates - 330 Alexandria Drive - NP - Family - 2 & 3 bdrm townhouses
- ☐ Trinity Place - 25 James Street East - NP - Family - 1, 2, & 3 bdrm apartments
- ☐ Halcyon Place - 580 Courthouse Road - NP - Senior - 1 & 2 bdrm apartments (elevator)
- ☐ Elgin Park - 299 Elgin Street East - NCHC - 1,2,3,4 bdrm apartments
- ☐ Windermere - 330 King Street East - NCHC - Mixed - 1 bdrm apartments
- ☐ Sutherland Place - 199A Sutherland Crescent - Co-op - Family - 1 & 2 bdrm apartments
- ☐ Sutherland Place - 199A Sutherland Crescent - Co-op - Family - 2, 3, & 4 bdrm townhouses

Colborne:

- ☐ Maple Court - 8 King Street West - NCHC - 50+ - 1 bdrm apartments
- ☐ Percy Manor - 6 Percy Street - NCHC - 50+ - 1 bdrm apartments

Port Hope:

- ☐ Scriven - 7 Scriven Boulevard - NCHC - Family - 2 & 3 bdrm townhouses
- ☐ Wellington Place - 41 Wellington Street - NCHC - Family - 2, 3, & 4 bdrm townhouses
- ☐ Wellington Manor - 43 Wellington Street - NCHC - Mixed - 1 bdrm apartments
- ☐ Wellington Court - 45 Wellington Street - NCHC - Senior - 1 bdrm apartments
- ☐ Holland Court - 24 Queen Street - NCHC - Senior - 1 bdrm apartments
- ☐ Fairview Estates - 61 McCaul Street - NP - Family - 2 & 3 bdrm townhouses
- ☐ Rose Glen Woods - 144 Rose Glen Road - NP - Family - 2 & 3 bdrm townhouses
- ☐ Rose Glen Woods - 144 Rose Glen Road - NP - Family - 1 & 2 bdrm apartments (elevator)

Release and Consent

1. I understand that the **County of Northumberland** as service manager and any Housing Provider listed in my application for rent-geared-to-income (RGI) assistance 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 that the **County of Northumberland and/or the Housing Provider** will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
3. I allow the **County of Northumberland and/or the Housing Provider** to give the information on this form and any attachments to the social services offices, other municipal service managers or district social services administration boards, housing providers, without further notice to me, if the information is necessary for the purpose of making decisions or verifying eligibility for assistance under the *Housing Services Act, 2011*, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, or the *Day Nurseries Act*.
4. I allow the **County of Northumberland and/or the Housing Provider** to give the information on this form and any attachments to the government of Canada, a department, ministry, or agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the *Income Tax Act* (Canada) or the *Immigration Act*.
5. I allow the **County of Northumberland and/or the Housing Provider** to give the information on this form and any attachments to any government or body with whom the **County of Northumberland and/or the Housing Provider** has made an agreement under the *Housing Services Act, 2011*, 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 assistance program.
6. I understand that any information on this form and any attachment given by the **County of Northumberland and/or the Housing Provider** 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 consent to the collection of information by, and the release of information to an authorized representative of **Northumberland County Community and Social Services Department** for the purposes of responding to my request for further information and assistance.

If you have any questions about the collection and use of personal information, please contact:

Northumberland County Housing Services, 555 Courthouse Rd. Cobourg, Ontario K9A 5J6

Phone: 905-372-3329 or 1-800-354-7050, ext. 2001.

“Personal information contained in this form or in attachments is collected by the County of Northumberland pursuant to the *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990 c.F31.) or the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990 c.M.56). This information may be used to determine eligibility for housing applied to, continuation of housing and may be used for the appropriate rent-geared-to-income charge.”

I have read the above and agree to the Release and Consent regarding my information.

Applicant's Signature

Date of Signature

Co-Applicant's Signature

Date of Signature

Declaration

Please read this carefully.

1. I confirm that everything I have written in this application is correct and complete.
2. I understand that all information I give to the **County of Northumberland** will belong to them and they will give my information to the housing providers I have chosen.
3. If something on this application is incorrect or not true, the **County of Northumberland** or the housing providers I have applied to may request additional information, may cancel my application or both, and I may be prohibited from re-applying for assistance for a minimum period of four years under the *Housing Services Act, 2011*.
4. I understand that only the people I have listed on this application form may live with me in subsidized housing.
5. I understand that the **County of Northumberland** will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
6. I confirm that I am in Canada legally.
7. Before I can receive housing, I understand that I must pay back any money I owe to any social housing provider.

I confirm that I have read the above and agree with these statements.

Applicant's Signature

Date of Signature

Co-Applicant's Signature

Date of Signature

Electronic signatures are not accepted. Please ensure you print and sign this document in ink.

Thank You

Please print and submit a signed copy of your application to Northumberland County Community and Social Services via the methods listed on page 1 of this application.