



# Application for Rent Geared-to-Income Housing

Housing Access Centre (HAC) for the City of London & County of Middlesex  
Citi Plaza, 2<sup>nd</sup> Floor | 355 Wellington Street, Suite 248 | London ON N6A 3N7  
Tel: 519 661-0861 | E-mail: [hac@london.ca](mailto:hac@london.ca)

For office use only

Client number

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## Important information about this application

The Housing Access Centre provides information, takes applications and maintains the Centralized Waitlist for rent-geared-to-income assistance in London & Middlesex.

Social Housing is a long-term solution to your housing need. We do not offer emergency housing and we cannot predict wait times.

**Please Note: As of January 1, 2021, applicants will only receive one offer of RGI housing. If you do not accept this offer, you will be removed from the centralized social housing waitlist. This rule applies to all applicants on the waitlist. As part of your RGI housing application, please only select buildings and communities that you wish to live in.**

## Completing the Application

Please provide the following with your application. If your application is incomplete, you will not be placed on the waitlist.

- ☐ Provide proof of status in Canada for **all** members of the household. Complete all sections of the application.
- ☐ Provide proof of all income sources for **all** members of the household.
- ☐ Completed the Building Selection form (Adult, Family or Senior).
- ☐ Signed Release, Consent & Declaration (p. 8).

Please provide the following, if applicable

- ☐ Repayment Agreement if a household member has outstanding arrears with a social housing provider.
- ☐ Shared Custody Agreement or Child Tax Benefit Notice if you have 50% custody of your child/children.
- ☐ Signed Divestment Form if a household member owns property.
- ☐ Proof of pregnancy if a household member is expecting a baby.

## Local Priority and Special Priority

Special Priority status is assigned to victims of domestic violence or human trafficking. You may apply also for Urgent Status if you meet certain criteria.

The Special Priority and Urgent Application forms can be found on our website at <https://london.ca/living-london/community-services/homeless-prevention-housing/social-affordable-housing>

You may also contact our office at (519) 661-0861 or [HAC@london.ca](mailto:HAC@london.ca) to have the appropriate form mailed to you.

Completed application forms and all documents can be mailed or dropped off at:

**The Housing Access Centre  
Citi Plaza, 2<sup>nd</sup> Floor  
355 Wellington Street, Suite 248  
London, ON N6A 3N7**

Personal information contained on this form or in attachments is collected, pursuant to the *Housing Services Act (2011) Sections 169-176* or the *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c M.56)*. This information will be used to determine suitability and eligibility for housing applied to, continuation of housing and the appropriate rent scale and rent geared-to-income charge. Personal information may be disclosed to housing providers, other municipal or provincial departments and agencies that assist in the provision of social housing and social agencies providing social assistance to the applicant. All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and you are required to provide supporting material for the purpose of processing the application.



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## Main Applicant information

Last name:		First name:		Middle name:
Gender: <input type="radio"/> Male <input type="radio"/> Female	Date of birth: (YYYY MM DD)	Social Insurance Number:	Alternate/Maiden name:	
<b>Marital status:</b> <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Common law <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Other				
<b>Status in Canada:</b> <input type="radio"/> Canadian citizen <input type="radio"/> Permanent Resident <input type="radio"/> Refugee claimant <input type="radio"/> Sponsored Immigrant				
<b>Main Applicant Contact information</b>				
Applicant's address:				
City:		Province:	Postal Code:	
Home phone number:	Cellphone number:		E-mail address:	
Is it safe to send mail to this address? <input type="radio"/> Yes <input type="radio"/> No				

## Landlord Contact Information

Who is your <b>current</b> landlord?		
Landlord's full name:		Landlord's telephone number:
Landlord's address:		
Landlord's city:	Landlord's province:	Landlord's postal code:
Date you moved into your current residence	How much rent do you pay?	

## Alternate Contact Information

Who can we contact if we need to reach you to discuss your application?		
Alternate full name:		Alternate's relationship to applicant:
Alternate's address:		Alternate's telephone number:
Alternate's city:	Alternate's province:	Alternate's postal code:

Do you give us permission to talk about your application with anyone else? ☐ No ☐ Yes – please provide their information:

Full name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship: \_\_\_\_\_



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## Household members

List below all other people that will live with you.

**You must include proof of legal status in Canada for all household members.**

Last Name	First Name	Relationship to Applicant	Gender	Date of Birth YYYY MM DD	Social Insurance Number
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		
			<input type="radio"/> M <input type="radio"/> F		

Will all the people listed on this application be living with you full-time?

☐ Yes ☐ No

If no, please explain:

**NOTE:** If you have shared (50%) custody of the children listed on this application, please provide shared custody agreement or Child Tax Benefit Notice.

Is a baby expected? ☐ No ☐ Yes date expected (YYYY MM DD):

If yes, provide proof of pregnancy

Are any members of the household under a deportation or departure order?

☐ Yes ☐ No

Have you or anyone in your household been convicted of an offence related to rent geared-to-income housing within the last two years?

☐ Yes ☐ No

Do you own, or are you a co-owner of a property? ☐ Yes ☐ No

If yes, please complete and sign a Divestment form. Contact HAC or visit our website to receive a copy of the form.



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## Housing History - list the addresses where you have lived for the past 3 years

<b>1</b>	Apartment number	Street address	Date moved IN
City		Province	Postal code
Date moved OUT		Landlord's full name	
Landlord's apartment number		Landlord's address	
Landlord's city		Landlord's province	Landlord's postal code
Landlord's telephone number			

Was your housing subsidized? ☐ Yes ☐ No

<b>2</b>	Apartment number	Street address	Date moved IN
City		Province	Postal code
Date moved OUT		Landlord's full name	
Landlord's apartment number		Landlord's address	
Landlord's city		Landlord's province	Landlord's postal code
Landlord's telephone number			

Was your housing subsidized? ☐ Yes ☐ No

<b>3</b>	Apartment number	Street address	Date moved IN
City		Province	Postal code
Date moved OUT		Landlord's full name	
Landlord's apartment number		Landlord's address	
Landlord's city		Landlord's province	Landlord's postal code
Landlord's telephone number			

Was your housing subsidized? ☐ Yes ☐ No

## Social housing arrears

If you have outstanding arrears with a Social Housing Provider and no repayment agreement, you will be ineligible on the waitlist

Do you owe rental arrears to any social housing providers?

☐ No ☐ Yes

Have you signed a repayment agreement?

☐ No ☐ Yes

*If yes, please attach a copy of the repayment agreement or confirmation that arrears have been paid in full.*



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## Accommodation requirements

*Please Note: There are a limited number of social housing units in London that have been modified to accommodate people with physical disabilities.*

Is anyone in your household required to live in a wheelchair accessible unit?

☐ No ☐ Yes

*If yes, we will mail a medical form to you that must be completed by your doctor.*

Name of family member requiring wheelchair accessible unit: \_\_\_\_\_

Does anyone in your household need support services to live on their own?

☐ No ☐ Yes

*If yes, we will mail a medical form to you that must be completed by your doctor.*

Name of family member: \_\_\_\_\_

Does anyone in your household have support services presently in place?

☐ No ☐ Yes

If yes, what type of service and which agencies are involved?



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## Income and Asset information

List below all income sources for each member of your household for each month.

Income means all money you receive, from all sources including any income producing assets.

In order to qualify for rent-geared-to-income assistance, you **must** pursue all sources of income that you may be entitled to. Below are some examples of income sources and income producing assets:

### Employment

- Full-time work
- Part-time work
- Irregular work
- Casual work
- Seasonal work
- Odd jobs
- Seasonal or vacation pay
- Yearly bonuses
- Cost of living bonuses
- Long term disability
- Short term disability
- Shift bonuses
- Sickness pay
- Tips or gratuities
- Commissions
- Overtime pay

### Self-Employment

- Tutoring
- Child care
- Driving a taxi
- Teaching music
- Farm income
- Any other business income

### Pensions, Allowances and Other Income

- Ontario Works
- Ontario Disability Support Plan
- Canada Pension Plan
- Old Age Security
- Quebec Pension Plan
- Alimony/support payments
- War Veteran's Allowances
- Employment Insurance
- Training allowances
- Company pensions
- Annuities
- Public service pensions
- Workers Compensation payments
- Sponsorship payments
- Canada Manpower Retraining Allowance
- One time lump sum payments (e.g., inheritances, court and out-of-court settlements)
- Mortgage income
- OSAP grants

### Income Producing Assets

- Farm Property which produces income
- Real estate (residential, commercial, farmland, cottage, mobile home) which produces rental income
- Savings account (bank, trust company, credit union), annuities, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits
- License which produces income (e.g. Taxi License)
- Business interest which produces income

**Please attach proof of all income sources and income producing assets for each member of the household.**

Name of Household Member	Income Source/ Assets	Gross Income per Month
Total monthly income:		\$



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## Release and consent

Personal information contained in this form or in any attachments to it is collected by the Housing Access Centre for the City of London & County of Middlesex and/or the Housing provider, pursuant to the *Freedom of Information and Protection of Privacy Act* or the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only as set out in this form. The information will be used to determine current/on-going eligibility to rent-geared-to-income assistance, as well as for statistical reporting. The information provided may be cross-referenced with other municipal data pertaining to the household.

This is your legal agreement with us to consent to the release of your personal information.

1. I understand that the Housing Access Centre for the City of London & County of Middlesex 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 and agree to release any personal information and required documents to either the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider for the purpose of processing my application for RGI assistance which may include determining:
  - (a) my initial and ongoing eligibility for RGI assistance;
  - (b) the size and type of unit that I may be eligible for;
  - (c) the amount of geared-to-income rent I will be required to pay.

Any personal information collected by the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider about me for the above mentioned purpose will be hereafter referred to as "my personal information".

3. I agree to release to the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider information about any bank account, safety deposit box, assets of any nature or kind held by me, or on my behalf, or by or on behalf of any of my dependents or children temporarily in my care, alone or jointly with any other person in any financial institution, in order to verify my initial or ongoing eligibility for RGI assistance.
4. For the purpose set out in paragraph 2, I allow the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider to obtain any credit information about me from any credit agency or any other source.
5. I allow the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider to share my personal information, without further notice to me, with the Ministry of Municipal Affairs and Housing, the Social Housing Services Corporation, other municipal service managers or district social services 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 *Day Nurseries Act*.
6. I understand that any of my personal information given by the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider to a government or body mentioned above in paragraph 5 is confidential and will only be given in accordance with the Act and its 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 the Housing Access Centre for the City of London & County of Middlesex.
8. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
9. I confirm that if I have any questions or concerns about the collection, use or disclosure of my personal information, I should contact the Manager, Rent Supplement and Tenant Selection of Social Housing for the City of London.



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## Release and consent (continued)

### I declare:

1. I declare that everything I have written in this document is true and that no information that is required to be given has been withheld or omitted.
2. I understand that all of my personal information I give to the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider will belong to them.
3. I understand that only the people I have listed on this document may live with me in subsidized housing.
4. I understand that the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider will use my personal information that I give them to determine if I am eligible or continue to be eligible for RGI assistance; the size and type of unit I may be eligible to receive; my placement on waiting lists; and the amount of geared-to-income-rent payable by me.
5. I declare that I am in Canada legally.
6. I understand that I must pay back or arrange to pay any money I may owe to any subsidized housing project before I can be offered a subsidized unit.
7. I understand that it is an offence, under the Act for an individual to knowingly obtain or assist a household member to obtain RGI assistance for which they are not entitled. Such an offence carries a fine and/or imprisonment as well as a prohibition from re-applying for assistance for a minimum period of two years. If something on this document is missing, incorrect or false, the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider may request additional information, or may cancel my eligibility for RGI assistance and may request my household to reimburse the Housing Access Centre for the City of London & County of Middlesex for the amount of RGI assistance paid on behalf of my household.
8. I understand that if the Housing Access Centre for the City of London & County of Middlesex and/or the Housing Provider request a household to reimburse the City of London, the members of the household who are parties to the lease or the occupancy agreement for the unit are jointly and severally liable to pay the amount owing to the City of London.
9. I understand that if at any time the circumstances that created eligibility for an Urgent Status no longer exist, I will cease to qualify for priority status under the Urgent category. However, my application will remain on the Centralized Wait List.

**All household members who are over the age of 18 must sign below to indicate they have read and accept all terms and conditions of the Release and Consent on pages 7 and 8.**

	Household member (Please print name.)	Signature	Date signed
1			
2			
3			
4			
5			