

Check List for Rent-Geared-to-Income Application

	Steps	<input checked="" type="checkbox"/>
1.	Complete sections A through L of the RGI application. If some sections are not applicable to you, leave them blank.	<input type="checkbox"/>
2.	Sign the Housing Consent and Declaration, as well as the Interdepartmental Consent: all household members 16 years of age and over who are not in school full time are required to sign.	<input type="checkbox"/>
3.	Attach a copy of your Canadian Citizenship: Examples include birth certificate, passport, native status card, baptismal certificate, permanent resident card, and landed immigrant or refugee documents. Driver's licence, health card, photo card and SIN card <u>are not acceptable.</u>	<input type="checkbox"/> <input type="checkbox"/>
4.	Attach Custody documents: Attach custody documentation or a letter outlining custody arrangements and signed by both parents. Verification required as it will help determine appropriate unit size	<input type="checkbox"/>
5.	Attach repayment proof for social housing arrears: attach a copy of your repayment agreement and proof of your first payment	<input type="checkbox"/>
6.	Ensure Income tax has been filed annually by April 30	<input type="checkbox"/>
8.	Return Form: Fax, E-mail, Mail or drop off to: District of Parry Sound Social Services Administration Board 1 Beechwood Dr., Parry Sound, ON P2A 1J2 Fax 705-774-9958 Email: housingapplications@psdssab.org	<input type="checkbox"/>

*original documents will be photocopied and returned by mail

To be eligible for Rent Geared to Income Housing, at least one person in your household must be 16 years of age or older, or over the age required for seniors units, and you must be able to live independently, or make your own arrangement for supports.

If you have any questions about this application, please contact:

705-746-7777 ext. 5260 or housingapplications@psdssab.org

If you would like assistance completing this form, staff are available to help you in our office located at

1 Beechwood Dr. Parry Sound, ON.

Date/ Time Stamp Here

Housing Programs

Application for Rent-Geared-to-Income (RGI) Housing in the District of Parry Sound

Instructions:

1. **Provide proof of legal resident status in Canada** for all household members.
 This **MUST** be submitted, or verified by another DSSAB department, otherwise your application may be considered incomplete.
 Examples: **birth certificate**, passport, native status card, baptismal certificate, permanent resident card, and landed immigrant or refugee documents.
 Driver's licence, SIN, Photo cards and/or Health cards are not acceptable.
2. **Please provide custody documents** or a letter verifying custody, if applicable.
3. **Ensure that one member of your household is 16 years of age or older, and that you are able to live independently.**

District of Parry Sound Social Services Administration Board			
Housing Programs			
1 Beechwood Dr., Parry Sound, ON P2A 1J2			
Telephone: (705) 746-7777		Toll Free: 1 (800) 461-4464	
		Fax: (705) 774-9958	
E-mail: housingapplications@psdssab.org			

A. Applicant

Last Name:		First Name:		Date of Birth:	
				DD/ MM/ YY/	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary				Marital Status:	
Apt No.	Address (Street # FR # - PO Box)		Town/City		Province
					Postal Code
Home Phone:		Cell Phone:		E-mail:	
Alternative/Emergency Contact Person (not living with applicant):			Alt/Emergency Contact Phone Number or E-mail:		
I am a: Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Other <input type="checkbox"/> _____					
Provide proof of legal resident status in Canada for all household members.					

B. Spouse / Co-Applicant

Last Name:		First Name:		Date of Birth:	
				DD/ MM/ YY/	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary				Marital Status:	
Apt No.	Address (Street # FR # - PO Box)		Town/City		Province
					Postal Code
Home Phone:		Cell Phone:		Your Relationship to Applicant:	
Alternative/Emergency Contact Person (not living with applicant):			Alt/Emerg. Contact Phone Number:		
I am a: Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Other <input type="checkbox"/> _____					
Provide proof of legal resident status in Canada for all household members.					

Rent-Geared-to-Income Units in the Parry Sound District
Please note that eligibility for units is based on your household size
See Occupancy Standards on page 6

J. Housing Need/Unit Size

1. I/we will **only** accept a ground floor unit or one serviced by an elevator. Yes No
2. Do you require a fully modified wheelchair unit? Yes No

If you selected yes, further documentation may be required.

K. Please check which geographic locations you prefer (check all that apply)

EAST PARRY SOUND			
Powassan – Seniors 65+ only. Please contact 705-724-3655 for Market unit inquiries.			
<input type="checkbox"/> Catherine St.	1 bedroom units		
Callander			
<input type="checkbox"/> Main St. North	1 bedroom units		
South River			
<input type="checkbox"/> Roselawn Blvd.	1 bedroom units	<input type="checkbox"/> Dublin St.	3 bedroom units
<input type="checkbox"/> Broadway Ave.	4 bedroom units		
Sundridge		Magnetawan	
<input type="checkbox"/> Main St.	1 bedroom units	<input type="checkbox"/> Queen St.	1 bedroom units
Burk's Falls			
<input type="checkbox"/> Yonge St.	1 bedroom units	<input type="checkbox"/> Main St.	3 bedroom units (wheelchair modified only)
<input type="checkbox"/> Queen St.	3 bedroom units 1 bedroom units	<input type="checkbox"/> Dimsdale St	3 bedroom units 4 bedroom units

WEST PARRY SOUND	
Parry Sound Beaucrest- Seniors 65+ only. Please contact 705-746-7474 for Market unit inquiries. <input type="checkbox"/> Bowes Street - 1 bedroom units	Parry Sound Sunset Court – Seniors 65+ only. <input type="checkbox"/> Belvedere Avenue - 1 bedroom units
Parry Sound 66 Church Street <input type="checkbox"/> 1 bedroom units Addie Street <input type="checkbox"/> 2 bedroom units MacFarlane Street <input type="checkbox"/> 2 bedroom units <input type="checkbox"/> 3 bedroom units Parry Sound Road <input type="checkbox"/> 1 bedroom unit (wheelchair modified only) <input type="checkbox"/> 2 bedroom units <input type="checkbox"/> 3 bedroom units	Parry Sound Railway Avenue <input type="checkbox"/> 2 bedroom units <input type="checkbox"/> 3 bedroom units Mapleview Drive <input type="checkbox"/> 3 bedroom units <input type="checkbox"/> 4 bedroom units 118 Church Street <input type="checkbox"/> 2 bedroom units William Street <input type="checkbox"/> 3 bedroom units

L. Parking Requirements

- I own a car and require a parking space. I do not require a parking space.
 I own a car and require parking but will take a unit without a parking space.

Please note that if you require a parking space, the wait time for an available unit will be longer than if you do not require parking.

Parry Sound District Social Services Administration Board
Housing Programs

OCCUPANCY STANDARDS

The Service Manager's local rule for occupancy standards is to continue to use the former Provincial Occupancy Standards, which are as follows:

The **largest unit** a household is eligible for is a unit that has:

- One bedroom for any two members of the household who are spouses of each other.
- One bedroom for each additional member of the household.
- Additional bedroom(s) due to medical conditions, disability, to accommodate a child in joint custody, or under visiting rights requirements. You will be required to provide documentation to support such a request.

You may request an additional bedroom(s) under local occupancy standards in the following specific cases:

1. If one of the spouses or same-sex partners requires a separate room because of a disability or medical condition. (Note: This will not normally include snoring and sleep apnea, frequent night-time waking or insomnia, or temporary medical conditions that make sharing a bedroom inconvenient).
2. If the bedroom is needed to store equipment required because of a member's disability or medical condition.
3. If the bedroom is required to accommodate an individual who is not a member of the household and who provides a member of the household with support services that are required because of the member's disability or medical condition.
4. An additional bedroom if a member of the household is pregnant.
5. An additional bedroom under the following specific circumstances:
 - a) If a member has joint custody over a child who is not a member of the household, and
 - b) The member is required to provide accommodation for the child, and
 - c) The bedroom is required to accommodate the child.
6. An additional bedroom under the following specific circumstances:
 - a) If a member has visiting rights with respect to a child who is not a member of the household, and
 - b) It is a condition of the visiting rights that the member provide adequate accommodation for the child when the child stays overnight with the member, and
 - c) The child will stay overnight with the member frequently, and
 - d) The bedroom is required to accommodate the child.
7. To accommodate a foster child.
8. An additional bedroom if the Service Manager is satisfied that extenuating circumstances exist.

The **smallest unit** a household is eligible for is a unit that has:

- One bedroom for every two members.
- An additional bedroom if there is an odd number of members of the household.
- If the household consists of one individual or two individuals who are spouses or same-sex partners, the smallest unit the household is eligible for is a bachelor unit. (Note: Parry Sound's social housing portfolio does not have any bachelor units. The smallest unit is a one-bedroom).

Individuals living away from the household:

In determining the appropriate size unit for RGI households, a child of a member of the household is considered a member of the household if the child:

- a) Is in attendance at a recognized educational institution and, while in attendance, does not live with the household;
 - b) Lives with the household while not attending that educational institution; and
 - c) Is dependent, in whole or in part, on the household for financial support.
- Permanent wards of the Children's Aid Society (CAS) or the Crown are not considered part of the household.
 - A child who normally lives with the household but is in the temporary care of the CAS continues to be part of the household for the purposes of determining occupancy standards, provided the length of stay with CAS is short-term and there is a plan for the child's return to the household.
 - Occupancy standards are applied at the time of your initial application for RGI assistance, during periodic reviews of the occupancy of RGI tenants, or upon a request for additional bedroom(s).
 - Eligibility for additional bedroom(s) will be determined only if the household requests and provides supporting documents.
 - A request for an additional bedroom(s) may be made in the initial RGI application or it can be made after being housed in an RGI unit

Collection, Use, and Disclosure of Personal Information

Please have all household members 16 years of age or older read this declaration

What is Personal Information?

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information, in any form, such as:

- Age, name, ID number, income, assets household composition, residency status, rent payment records, etc.
- Opinions, evaluations, comments, social status, or disciplinary actions.
- Employee files, credit records, loan records, medical records, existence of a dispute between a landlord and tenant, intentions (for example: to acquire goods or services, or change jobs).

Collection and Use of your Personal Information

The District of Parry Sound Social Services Administration Board (PSDSSAB) will collect, retain, use and may disclose the personal information provided by you in this form and its attachments for the following purposes:

- Considering your application for tenancy.
- Verifying the information that you have provided in your application for tenancy and its attachments.
- Receive reimbursement from Municipal, Provincial and Federal agencies for costs associated with subsidized housing
- Plan, administer, and manage our operations.
- Comply with legal and regulatory requirements.
- For use of the auditor to verify compliance.
- For the purpose of contacting the necessary services or your next of kin in case of an emergency.
- Fulfill other purposes permitted or required by law.

Disclosure of Your Personal Information

The PSDSSAB will disclose the personal information provided by you in this form to the following parties for the purposes described above:

- To any agency providing any form of assistance to you, or other government subsidy under the Ontario Works Act, 1997, the *Ontario Disability Support Program Act, 1997* or the *Child Care and Early Years Act, 2014*, or any other government department responsible for social housing programs under the *Housing Services Act, 2011*.
- To the Government of Canada, a department, ministry or agency of it, without further notice to you in the information is necessary to the purpose of administering or enforcing the Income Tax Act (Canada), Canada Pension Plan Act, Old Age Security Act or Immigration and Refugee Protection Act.
- To any agent on behalf of the PSDSSAB for the purpose of complying with the Housing Services Act, 2011.
- To credit bureaus and other businesses that provide credit or rental history information about you.

HOUSING PROGRAMS

Declaration, Conditions and Consent

I /We, the undersigned, allow the following declaration, conditions and consents knowing they will be relied upon by the District of Parry Sound Social Services Administration Board (PSDSSAB), Housing Programs department, to assess my/our initial qualification and continued eligibility for a Rent-Geared-to-Income (RGI) subsidy and to establish my/our monthly rental amount.

- I. I have read over the “Collection, Use and Disclosure of Personal Information”, on page 7 and fully understand them.
- II. I have read the Occupancy Standards on page 6 and fully understand them.
- III. The information I put on this form as applicants and the household income information supplied is accurate and complete. No household assets or income have been concealed or omitted from this form.
- IV. I authorize the PSDSSAB to make any inquiries that it deems necessary to verify information given on this form. I authorize any persons, corporation or any social agency having knowledge of any required information to release such information to the PSDSSAB.
- V. I am responsible to provide any supporting documents required to complete this application. This form and all supporting documents provided become the property of the PSDSSAB.
- VI. I understand that failure to supply the PSDSSAB with accurate and complete information on this form may jeopardize my eligibility for rent subsidy.
- VII. I authorize and agree that the PSDSSAB may collect, use, and disclose the personal information that I have provided on this form. I understand and acknowledge that the PSDSSAB will also collect, use and disclose my personal information required or permitted by law.
- VIII. I understand that at least one member of the household must be 16 years of age, or older, and that one member must be able to live independently, with or without support services. Support Services are arranged by the household members, should they be necessary.

***Signatures are required from all members of the household who are 18 years of age and older (as well as applicants 16 and 17 years old, if not enrolled in school):**

- | | | | |
|----|----------------------|---------------------|-------|
| 1. | _____ | _____ | _____ |
| | PRINT Applicant Name | Applicant Signature | Date |
| 2. | _____ | _____ | _____ |
| | PRINT Applicant Name | Applicant Signature | Date |
| 3. | _____ | _____ | _____ |
| | PRINT Applicant Name | Applicant Signature | Date |

Notice with Respect to the Collection of Personal Information
(Freedom of Information and Protection of Privacy Act)
(Municipal Freedom of Information and Protection of Privacy Act)
(Housing Services Act, 2011)

Personal Information discussed or exchanged under the use of this Consent by the District of Parry Sound Social Services Administration Board (DSSAB) will be used for purpose of determining and verifying initial and ongoing eligibility for DSSAB Programs. Questions or concerns about the collection, use or disclosure of personal information should be directed to the Privacy Officer at the District of Parry Sound Social Services Administration Board, 1 Beechwood Dr., Parry Sound, ON, P2A 1J2 or by telephone at 705-746-7777.