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## APPLICATION FOR HOUSING

### 1. APPLICANT

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female  
MM DD YY

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

City / Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Common-Law

Are you:  Native Status  Native Non-Status  Metis  Inuit  Non-Native

A copy of your status card is required

Contact person: Name: \_\_\_\_\_ Tel. ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

### 2. CO-APPLICANT

Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female  
MM DD YY

Address: \_\_\_\_\_ Unit # \_\_\_\_\_

City / Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Common-Law

Are you:  Native Status  Native Non-Status  Metis  Inuit  Non-Native

A copy of your status card is required

Contact person: Name: \_\_\_\_\_ Tel. ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

### 3. OTHER HOUSEHOLD MEMBERS TO LIVE IN THE HOME FOR WHICH YOU ARE APPLYING

(If any of your children do not live with you all the time, put an X in the space beside their name/s)

LAST NAME	FIRST NAME	RELATIONSHIP TO APPLICANT	SEX	DATE OF BIRTH

**4. PRESENT LOCATION OF HOUSEHOLD MEMBER**

Do all household members reside in present accommodations?  yes  no

If "no" give address and reason for separation \_\_\_\_\_

**5. WHERE YOU LIVE NOW.. ( Please provide a minimum of 3 yr landlord history)**

A. Are you currently:

- Renting
- Living in temporary accommodations (i.e. with friends or relatives, in a shelter, hostel, or motel, etc please specify: \_\_\_\_\_

(Please provide supporting documents)

B. Do you currently own a home?  yes  no

C. Monthly Rent/Mortgage Payment: \$ \_\_\_\_\_ Gas \$ \_\_\_\_\_ Hydro \$ \_\_\_\_\_ Water \$ \_\_\_\_\_

D. Current Landlord's Name: \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Length of Stay: From \_\_\_\_\_ to \_\_\_\_\_

E. Previous Landlord's Name: \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Previous Address: \_\_\_\_\_

Length of Stay: From \_\_\_\_\_ to \_\_\_\_\_

F. Previous Landlord's Name: \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Previous Address: \_\_\_\_\_

Length of Stay: From \_\_\_\_\_ to \_\_\_\_\_

G. Were any of the Landlords related or family?  yes  no

H. Have you previously applied to Can-Am Homes?  yes  no

I. Are you a past tenant of Can-Am Homes?  yes  no

If yes, please provide the address \_\_\_\_\_

J. Please specify reason for wanting a Can-Am Home

\_\_\_\_\_  
\_\_\_\_\_

**6. HOUSING NEEDS**

I/We wish to apply for the following:

Accommodation size:  1 Bedroom  2 Bedroom  3 Bedroom  4 Bedroom

I/We require a modified or accessible unit  yes  no

If yes specify the type of housing needed: \_\_\_\_\_

What support services do you require to live independently? \_\_\_\_\_  
(Documentation may be required)

How much notice are you required to give your current Landlord  30 days  60 days  90 days  none

**7. MISCELLANEOUS**

Do you have any pets?  yes  no Specify type of pet (s) \_\_\_\_\_

Do you own a vehicle  yes  no

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

**8. CONTACT INFORMATION**

Is there a person to be notified in Case of Emergency? (Next of Kin, Sponsor, Doctor or Relative)  yes  no

Next of Kin- Sponsor Name 1.	Address	Telephone No.	Relationship
2.			
Family Doctor-Name	Address	Telephone No.	Patient

**9. TOTAL MONTHLY HOUSEHOLD INCOME** (please refer to definition of income attached to the application)  
 You must declare all sources of income of those in your household and provide proof for each of them

Source	Proof	Applicant Amt	Name	Co-Applic Amt	Name
Employment	(Last 4 cheque stubs)				
Ontario Works (OW)	(1 current cheque stub and Drug Card)				
Ontario Disability Support Program (ODSP)					
GAINS Disability	(1 current cheque stubs and Drug Card)				
GAINS Seniors	(Bank record or last cheque)				
Employment Insurance (E.I.)	(Most recent 2 cheque stubs)				
Canada Pension (CPP)	(Bank record or last cheque)				
Old Age Security (OAS)	(Bank record or last cheque)				
Support/Alimony	(Supporting legal Documents)				
Worker's Comp (WSIB)	(Most recent cheque)				
Assets	(Attach description)				
Other Pensions	(Bank record or last cheque)				
Other Income	(Bank record or last cheque)				

We realize this application asks for a great deal of information. There is a reason for asking each question. Please note that all personal information given here is strictly for the use of Can-Am Urban Native Homes in evaluating your request for a home.

**I UNDERSTAND** that Can-Am Homes was formed for the purpose of providing adequate and affordable housing for Aboriginal families according to their income.

**I UNDERSTAND** that this application does not constitute an agreement on the part of Can-Am Urban Homes to provide me with rental accommodations. Any occupancy granted as a result of this application is subject to the present tenant vacating the said premises. The Applicant(s) agrees to waive any claim(s) for damages against the Landlord or their agents for any and all losses that accrue to the Applicant(s) resulting from the present tenant not vacating the said premises at the time previously indicated by the present tenant.

**I UNDERSTAND** that I will sign a lease with Can-Am Homes prior to moving into a home.

**I HAVE READ** the definitions of income and household income set out in this form and I fully understand them.

**I UNDERSTAND** that this application must be accompanied by the following:

**\*\*IMPORTANT\*\***

- **Income verification in the form requested by Can-Am Urban Homes for each person of the household who receives an income**
- **Proof of Aboriginal ancestry (i.e. copy of status card, band letter)**

**I UNDERSTAND** the if rental accommodations is to be provided to me, that accommodation is to be occupied only by me and those listed on this application.

**I HEREBY AUTHORIZE** Can-Am Urban Homes to make enquiries about my references and credit status as they see fit to process this application.

The information given in this form is accurate and complete.

**I UNDERSTAND** that falsification of any of the information contained herein may be cause for non-acceptance of this application.

_____	_____	_____
Applicant	Witness	Date
_____	_____	_____
Co-applicant	Witness	Date

**\*\*IMPORTANT\*\***

Please contact Can-Am Homes' office every six months to update your file. If you fail to contact us within a year, your application will be closed.

(OFFICE USE ONLY)

DATE APPLICATION RECEIVED \_\_\_\_\_ BY \_\_\_\_\_

TENANT COMMITTEE DECISION     ACCEPTED     REJECTED

UNIT ALLOCATED \_\_\_\_\_ DATE OF OCCUPANCY \_\_\_\_\_

OCCUPANCY AGREEMENT – DATE SIGNED \_\_\_\_\_



## **CAN-AM URBAN NATIVE HOMES CONSENT FORM FOR NEW APPLICANTS**

### **What is “Personal Information”**

Can-Am Urban Native Homes collects personal information about you to assess your application and to support and manage your ongoing tenancy. Personal information includes any information, recorded or not, about an individual. This could include:

- Names and ages and family status of household members, ID numbers, telephone number, address, household income and assets, residency status.
- Landlord and credit references; and any landlord and tenant disputes, actions or orders.
- Emergency contact and next of kin.
- Medical conditions that may affect my tenancy or my eligibility for RGI housing.
- Use of community services.

### **Why are we Collecting your Personal Information?**

Can-Am Urban Native Homes will collect, retain and use personal information provided by you in this form and it's attachments and in any interviews with you and any other information collected in relation to your tenancy for the following purposes:

- Considering your application for tenancy; this includes:
  - conducting a credit check and landlord check
  - determining appropriate unit type and size
  - confirming your eligibility for a local priority
  - verifying the information that you provided in your application and attachments;
- Deciding if you qualify for subsidy and calculating the subsidy; this could include contacting your source of income for verification;
- Meeting legal and regulatory requirements arising out of or relating to your tenancy and your housing subsidy and demonstrating compliance with funding requirements;
- For the use of Can-Am Urban Native Homes' auditor to verify our financial records;
- Contacting necessary services or your next-of-kin in case of emergency or for compassionate reasons;
- Determining what kind of support may be valuable to assist you in living successfully in the housing provided by Can-Am Urban Native Homes;
- Responding to disputes that may arise during your tenancy;
- Providing information to the Central Housing Registry to determine eligibility for social housing.

### **Who Can We Exchange/Obtain Personal Information With?**

Can-Am Urban Native Homes will disclose, receive or verify the personal information described above with the following parties for the purposes described above:

- Agencies providing any form of assistance, or other government subsidy under the **Ontario Works Act, 1997, the Ontario Disability Support Program Act, 1997** or the **Day Nurseries Act**, or any government department responsible for social housing programs under the **Social Housing Reform Act**, or Can-Am Urban Native Homes' **operating agreement**;
- The Government of Canada, a department, ministry or agency of it, without further notice to you if the information is necessary for the purpose of administering or enforcing the **Income Tax Act (Canada)**;
- Any agent working on behalf of Can-Am Urban Native Homes for the purpose of complying with the **Social Housing Reform Act**;
- Relevant agencies or next of kin, in case of emergency;
- Listed reference(s), previous landlord(s), employer(s), Aboriginal ancestry verification such as band registration, Tribal Council, Metis local, Inuit Hamlet;
- The Windsor/Essex County Social Housing Registry;
- Credit bureaus and other businesses that provide credit or rental history information about you;
- The auditor of Can-Am Urban Native Homes;
- Others' such as a member of the medical profession, psychologist, psychiatrist, community support worker, lawyer or education authority.

**Optional Consent for Other Purposes:**

The information referred to above may be used or shared for the following purposes with your consent. You can give your consent in future, if the need arises. Or you can consent right now by writing your initial by each one. All signers should add their initial here if you give your consent now.

- Providing Landlord reference checks to a new landlord when you move out – YES \_\_\_ NO \_\_\_
- Providing information to Social Service Agencies that could provide support to you – YES \_\_\_ NO \_\_\_
- Referring you to housing support workers in other organizations for eviction prevention advice – YES \_\_\_ NO \_\_\_
- Advising the appropriate utility companies of your move in and any subsequent move out – YES \_\_\_ NO \_\_\_
- Providing limited information to staff of other organizations for planning of social activities – YES \_\_\_ NO \_\_\_

**Consent**

I authorize and agree that Can-Am Urban Native Homes may collect, use and disclose my personal information as described above. I understand and acknowledge that, in addition to the foregoing, Can-Am Urban Native Homes will also collect, use and disclose my personal information as required or permitted by law..

_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date

To be signed by all household members living in the unit who are sixteen years or older

*Personal information contained on this form is collected under the authority of Part V s. 66 and under s. 162,163,164 and 165 Ontario's Social Housing Reform Act 2000 and Ontario Regulation 298/01. Collection of this information complies with Ontario's Municipal Freedom of Information and Protection of Privacy Act (R.S.O.1996, c M5) and the federal Personal Information Protection and Electronic Documents Acts (R.S.O.1990 c F31)*

## Examples of Income

Income of every member of the household means all income, benefits and gains, of every kind and from every source including, but not limited to the following:

- (a) gross salaries, wages, overtime payments, commissions, bonuses, tips, gratuities;
- (b) grants, scholarships or bursary payments;
- (c) the greater of the net income from a business or the total withdrawals from a business as personal salary or other benefits of anyone who is self-employed in a business;
- (d) the gross amount of employment insurance amounts;
- (e) the gross amount of worker's compensation payments or other industrial accident insurance payments made because of illness or disability;
- (f) the gross amount of any old age security, federal guaranteed income supplement and spouse's allowance and financial assistance under the Ontario Guaranteed Annual Income System (GAINS);
- (g) the gross amount of every kind of pension, allowance, benefit and annuity whether from a federal, provincial or municipal government of Canada or any level of government of any other country or state or from any other source;
- (h) the gross amount of alimony, separation, maintenance or support payments;
- (i) the gross amount of gains from investments including interest on dividends, stocks, shares and other securities, and where the actual income cannot be determined, an imputed rate of return set by the Ministry of Municipal Affairs and Housing from time to time;
- (j) the gross interest income from savings or chequing accounts in a bank, trust company or credit union;
- (k) the gross amount of interest earned or payable from bonds, certificates, mortgages, capital gains or lump sum payments, debentures, term deposits or other assets;
- (l) an imputed income equal to the total appraised value of all assets which do not produce interest income multiplied by a rate of return set by the landlord from time to time.

Gross Household Income means the aggregate income of:

- (1) the Tenant and every person residing in the leased/occupied premises;
- (2) every Tenant on the Lease/Occupancy agreement temporarily resident elsewhere;

### Employment

- . Full-time
- . Part-time
- . Irregular Payments
- . Casual
- . Seasonal
- . Odd Jobs
- . Shift Bonuses
- . Yearly or Seasonal Bonuses
- . Cost of Living Bonuses
- . Overtime Earnings
- . Commissions
- . Tips and Gratuities
- . Disability Pay
- . Sickness Pay
- . Separation/Vacation Pay
- . Long Term Income Protection Payments

### Self-Employment

- . Tutoring
- . Music Teaching
- . Child Care
- . Babysitting
- . Taxi
- . Business

### Pensions and Allowances

- . Old Age Security
- . Guaranteed Income Supplements (GIS)
- . Guaranteed Annual Income Systems (GAINS)
- . Canada Pension Plan
- . Quebec Pension Plan
- . Social Security (other countries)
- . Widow's Pension
- . Company Pension
- . Private pension
- . Public Service Pension
- . Civilian War Pension
- . Disability Pension
- . War Veteran's Allowance (DVA)
- . War Veteran's Allowance (other countries)
- . Military, Militia or Civil Defense Allowances
- . Canada Manpower Retraining Allowances
- . Training Allowances
- . Retraining Allowances

### Other

- . Workers' Compensation Payments
- . Insurance Payments
- . Student Grants
- . Provincial or Municipal Payments
- . Employment Insurance Commission Payments
- . Payments under Compensation for Victims of Crime Act
- . Mortgage Income
- . Payments from Official Guardian or Public Trustee
- . Payments from Children's Aid Society or Catholic Children's Aid
- . Separation Payments
- . Alimony Payments
- . Support Payments (for spouse or child)
- . Support from relatives or other sources
- . One-time lump-sum payments (inheritances, court and out of court settlements)

### Income Producing Assets

- . Farm Property which produces income
- . Real Estate (residential, commercial farm and, cottage, mobile home) which produces rental income)
- . Savings Accounts (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
- . Life Insurance (with a cash surrender value)
- . Registered Retirement Savings Plan
- . Real Estate (house, condominium, summer cottages, farmland, commercial or vacant land)
- . Collection of, or investments in, other valuable non-income producing assets
- . Business interest which does not produce income