

# Application for Subsidized Housing in Toronto

Large print applications are available upon request.

Disponible en français

**If you do not speak English or French**, choose someone you trust to help you with your application and to be your interpreter. Put that person's name and contact information in **Section 3 – Other Contact Information**. There are also agencies that can help you. If you don't know of any, ask Housing Connections for a list of them.

## How to get help filling out the application form

- Call our information line at (416) 981-6111.
- Visit our Resource Centre at 176 Elm Street, just west of University Avenue. The Resource Centre is within walking distance of both the Queen's Park and St. Patrick subway stations. Our hours of operation can be found on our website at [www.housingconnections.ca](http://www.housingconnections.ca) and by calling our automated telephone system at 416-981-6111, pressing "1" for general information and then "3" for hours and location.
- Ask for help from any of our partner agencies. Please visit [www.housingconnections.ca](http://www.housingconnections.ca) for a list of our network partners.

## What Is Housing Connections?

Housing Connections is the point of access for people who want to apply for subsidized housing in the Toronto area. We maintain a centralized waiting list for more than 600 locations across the City and we work with a network of agencies and housing providers to help you find housing. **Housing Connections is not a landlord. We do not offer housing.**

## Who Can Apply For Subsidized Housing?

- 1) Each member of your household must be:
  - a Canadian citizen, or
  - a landed immigrant (permanent resident), or
  - an applicant for permanent resident status, or
  - a refugee, or
  - a refugee claimant with no enforceable deportation, departure or exclusion order.**You must attach proof of status for each member to your application.**
- 2) At least one person in your household must be 16 or older and able to live independently (with support services if needed). **You must attach proof of age.**
- 3) If any member of the household owes money to a social housing provider in Ontario, you must attach a copy of a written agreement, signed by the provider, stating how you will repay.
- 4) Your application will be rejected if any member of the household has been convicted in court or at the Ontario Rent Tribunal within the last two years of an offence related to rent-gear-to-income assistance or of misrepresenting their income in order to receive housing assistance.

### Important

You must meet these four conditions to apply. If you do not meet them, we will not accept your application.

## How To Fill Out Your Application

- 1) Complete **all** sections of the application. **If your application is incomplete, we will mail it back to you without putting you on the waiting list.**
- 2) Use the *Housing Listings* booklet to select where you want to live. Contact Housing Connections if you need a copy of the booklet. You can also find housing lists on our website at [www.housingconnections.ca](http://www.housingconnections.ca).
- 3) Attach **all** of the documents required. Use the checklist at the back of the application to make sure you have included everything.
- 4) Mail or deliver your application to Housing Connections at the address in the top right corner. You can also fax your application but you should note that **fax is not a secure way to send personal information.**

## How Long Will You Have To Wait?

Housing Connections will process your completed application and add you to our centralized waiting list. We cannot predict how long you will have to wait because we do not know when there will be vacancies in the buildings you selected. As a rule, the larger the unit you need, the longer you will have to wait.

## How To Keep Your Place On The Waiting List

### *Stay connected*

If your contact information changes, tell us right away. **We will make your file inactive if we cannot contact you.** You cannot be offered housing if your file is inactive.

### *Keep your application up to date*

The government regulations for social housing make it **your responsibility** to keep your application up to date. If you do not tell us about changes in your information, **you could lose your place on the waiting list.** Housing Connections will also review your eligibility once a year.

### *Stay eligible*

Every member of your household must continue to meet the four conditions listed under "Who can apply for subsidized Housing?"

### *Review your needs regularly*

Review your housing needs regularly and tell us right away if your preferences change. Remember, **you only get three offers before losing your eligibility to be on the waiting list.** So contact Housing Connections if you need to update your selections.

### *Opportunity to Comment*

If Housing Connections receives information from another person or agency that may affect your eligibility for RGI housing, you will be advised in writing. You will have 30 days to comment on the information after which time a decision will be made about your eligibility. You have the right to request a review of the decision. For a complete description of the process, please ask Housing Connections.

## As You Get Closer To The Top Of The Waiting List

Additional information and proof of eligibility may be required as you get closer to the top of the waiting list. For example:

- ***Proof of income***  
You will be asked for written proof of your income. Housing providers will need to see proof of income before they can offer you a unit.
- ***If you own a home***  
If anyone in your household has a financial interest in any home anywhere in the world, you must agree, in writing, to divest yourself of the property within six months of getting housed. This means you must sell your interest in the property. You do not have to make this decision when you first apply but you will have to make it before you get housed.

## Permission To Gather Information

Housing Connections has permission to gather the personal information we ask for in this application under the following laws:

- City of Toronto Act, 1997 (No. 2).
- Social Housing Reform Act, S.O. 2000, c.44, s. 62(2) and 68(2).

We will use the information to determine your eligibility for subsidized housing and to compile statistics. We will not identify you in the statistics.

**Collection, Use and Disclosure of Personal Information**

**(We cannot process your application unless you accept the following terms and sign below where indicated)**

The personal information provided within this application is collected by Access Housing Connections Inc. (Housing Connections) under the authority of the *Social Housing Reform Act, 2000*, S.O. 2000, c.27. (SHRA) and is collected for administering a centralized application and waiting list, and other social housing programs under the SHRA and prescribed by Regulation, and for any residential tenancy or occupancy I/we may eventually have with a housing provider or landlord. Questions about this collection may be made to Access Housing Connections Inc.

I/we understand that:

- This information is collected to permit Housing Connections (and its respective employees, agents and or contractors) to determine initial eligibility for housing accommodation, rent-gearred-to-income assistance, household composition, occupancy, and other matters relating to social housing programs I/we are applying for.
- This information will also be used for the continuing review and monitoring, and updating of my/our application and eligibility for housing accommodation and rent-gearred-to income assistance, and for other related purposes;
- A file containing personal information relating to my/our application, housing or tenancy and other personal information will be created by Housing Connections, and that this information will be shared with Housing Providers.
- I/we may have access to my/our personal information. To consult my/our file, I/we may do so by sending written request to Housing Connections.
- Housing Connections may disclose the information to verify it and the contents of my/our application. In order to do so, I/we understand that Housing Connections may be required to disclose or share this information with other members of my/our household, other persons or agencies.

**Consent to Disclose/Share Information**

I/we consent to Housing Connections obtaining, disclosing or exchanging my/our personal or other information (including information contained in my/our application file, tenancy file or other files) at any time, from, to, or with relevant provincial ministries, the City of Toronto, other Service Managers under the SHRA, housing providers, lead agencies, administrators appointed by the Service Manager, and or organizations providing service to any of them, and any person or officer investigating or enforcing the law, under the SHRA, Ontario Disability Support Plan Act, Ontario Works Act, or the Day Nurseries Act, landlords, co-applicants, reference persons listed in our application, my/our employer(s), any agencies providing social assistance or services to me/us.

Housing Connections will use the information provided to determine, verify and monitor

- Application for housing
- Eligibility for housing
- Rent-gearred-to-income assistance
- Other housing programs under the SHRA
- Collection of other monies owing as a result of any previous tenancy
- Third-party verification of information supplied
- Special needs or alternative housing
- Other consistent purposes not prohibited by law

Date:	<input type="text"/>	X	_____
			Household member over the age of 16 years
X	_____	X	_____
	Applicant's signature		Household member over the age of 16 years
X	_____	X	_____
	Spouse or co-applicant's signature		Household member over the age of 16 years

<b>Housing Connections Office Use Only</b>	Date rec'd: <input style="width:90%;" type="text"/>	Household reference #: <input style="width:90%;" type="text"/>
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**Section 1 – Main Applicant (Primary Household Contact) Information**

Last name:	First name:
Date of Birth (M / D / Y):	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Indicate your status in Canada. <i>(Attach proof with your application.)</i>	<input type="checkbox"/> Canadian citizen <input type="checkbox"/> Landed immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee claimant

Are you homeless or living in temporary shelter? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", please provide a mailing address or a phone number below. If "No" please complete the following address information in full.
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Apartment number:	Street address:
City:	Province:
Mailing address: <i>(if different from above)</i>	Postal code:
Email: <i>(if applicable)</i>	Home phone:
	Work phone:
	Cell phone:

**Section 2A – Household Information (attach extra paper if you do not have enough space)**

Give the full name of each person who will be living with you. <b>Only the people you identify as members of this household can live with you in subsidized housing.</b> Attach proof of status in Canada for each member of your household.		Relationship to you	Sex		Date of birth			Status in Canada											
			Male	Female	Month	Day	Year	Canadian Citizen	Landed immigrant	Refugee	Refugee claimant								
			Last name	First name	(MM)	(DD)	(YYYY)												
		Self																	

Section 2B – Household Information Continued	
Is any member of your household pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" what is the baby's due date?
Do you have any children in the custody of a Children's Aid Society because you do not have suitable housing? If "Yes", attach a letter from the Children's Aid Society.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you living with someone who threatens your safety or the safety of anyone else listed on this application? (We may ask for verbal or written evidence.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household been convicted of an offence related to rent-gear-to-income within the last two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you, or anyone who plans to live with you, owe money to any social housing provider in Ontario? If "Yes", answer the questions in Section 2C below. If "No", go to Section 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note: Your application may be cancelled if you fail to declare arrears.</b>	

Section 2C – Details of Arrears (if applicable)
Government regulations for social housing specify that individuals with arrears owing to any social housing provider within Ontario are not eligible to be on the waiting list for subsidized housing unless they have made a written agreement with the provider to repay the arrears. List below the details of any arrears owed by you or any member of your household.

Name of person owing money:	
Name of housing provider:	
Address of housing provider:	
How much is owing? \$	Has a written repayment schedule been set up? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" what is the final repayment date?	<b>Note: We will reject your application if you do not attach a copy of the repayment schedule, signed by the housing provider.</b>

Name of second person owing money (if applicable):	
Name of housing provider:	
Address of housing provider:	
How much is owing? \$	Has a written repayment schedule been set up? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" what is the final repayment date?	<b>Note: We will reject your application if you do not attach a copy of the repayment schedule, signed by the housing provider.</b>

<b>Please Note:</b>	<b>If you or any member of your household has arrears, Housing Connections will require copies of all related repayment schedules before we can process your application.</b>
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**Section 3 – Alternate Contacts**

An alternate contact is a person who can speak for you about your application, such as an interpreter, a relative, a friend, or a caseworker in an agency. You should provide Housing Connections with an alternate contact if you are hard to reach or if you do not speak either English or French. An alternate contact can help to make sure that you keep your application up to date and keep your position on the waiting list.

Is an agency helping you with this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes", fill out <b>Section 3A</b> .
Is a friend, relative or some other individual helping you with this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes", fill out <b>Section 3B</b> .

**Section 3A – Agency Contact Information**

Name of agency:			
Unit number:	Mailing address:		
City:	Province:	Postal code:	
Contact's last name:	Contact's first name:	Phone:	
Email address of agency contact:			
Do you give us your permission to talk about your application with this agency?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 3B – Other Contact Information**

Contact's last name:	Contact's first name:		
Apartment number:	Mailing address:		
City:	Province:	Postal code:	
What is the relationship of this contact to you? (For example: friend, family, advisor, interpreter.)		Daytime phone:	
Email address of contact:			
Do you give us your permission to talk about your application with this person?			<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Please Note:</b>	Housing Connections partners with several agencies all across the City of Toronto who can help you to complete the application form and answer questions about subsidized housing in the Toronto area. Housing Connections can provide you with a list of these agencies if you need one or check our website at <a href="http://www.housingconnections.ca">www.housingconnections.ca</a> .
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**Section 4 – Income & Assets**

Report **all** of the income and assets for **each member** of your household. You do not have to attach proof with this application, but it will be required later.

**Income** includes money from:

- Fulltime, part-time, or temporary employment
- Self-employment
- Pension income from any private or public sources
- Income from government sources
- Investment income and interest on savings

**Assets** include any savings, investments or property that you own such as:

- Guaranteed Income Certificates (GICs)
- Bank accounts
- Registered Retirement Saving Plans (RRSPs)
- A business or business licence
- Real estate such as a house, land, or a farm.

**Note:** If anyone in your household has a financial interest in any home anywhere in the world, you must agree, in writing, to divest yourself of the property within six months of getting housed. You do not have to make this decision right now but you will have to make it before getting housed.

Do you, or anyone who plans to live with you, have income or assets?  
 If “Yes” give details below. If “No”, go to **Section 5**.

 Yes

 No

<b>Income</b> Estimate the monthly income (before deductions) for you and each person in your household.		Name:	Name:	Name:	Name:	Name:
<b>Monthly Income</b>	Employment and self-employment					
	Ontario Works (OW)					
	Ontario Disability Support Program (ODSP)					
	Employment Insurance (EI)					
	Old Age Security (OAS)					
	Canada Pension Plan (CPP)					
	Other income (give details):					
	Other income (give details):					
<b>Assets</b> (estimate value)	Property (give details):					
	Investments (give details):					
	Other assets (give details):					
	Other assets (give details):					

Section 5A – Number of Bedrooms						
How many bedrooms do you need?	<input type="checkbox"/> Bach	<input type="checkbox"/> 1 Bed	<input type="checkbox"/> 2 Bed	<input type="checkbox"/> 3 Bed	<input type="checkbox"/> 4 Bed	<input type="checkbox"/> 5 Bed or more
Is one of the bedrooms for someone with a disability or their caregiver or the equipment they need for their disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(If “Yes” we may require proof.)			

Section 5B – Sharing Bedrooms (For Households With Children)	
<i>(This question is for single parents who have a child of the same sex.)</i>	Do you wish to share a bedroom with your child? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(This question is for parents who have both boys and girls.)</i>	Are you willing to have a brother and a sister share a bedroom? <input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes” to either question you must sign here. This is your written authorization: _____ <div style="text-align: right; margin-top: 5px;"><i>Applicant signature</i></div>	

Section 5C – Building Choices	
What type of building would you like to live in?	<input type="checkbox"/> Family building <input type="checkbox"/> Seniors only * <input type="checkbox"/> Either one (* You or your co-applicant must be at least 59 years old to apply for Seniors.)
Are you prepared to live on any floor in a high-rise building?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If “No” what is the highest floor you are willing to accept?
“Walk-up buildings” are buildings with four floors or less and no elevator. Would you be willing to live in a “walk-up building”?	<input type="checkbox"/> Yes <input type="checkbox"/> No
“Shared accommodation” means sharing living space and housekeeping activities with others. Are you interested in shared accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
“Co-op housing” requires residents to take part in operating and managing the building. Are you interested in living in a co-op?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of First Nations, Metis or Inuit? ( <i>Proof will be required.</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5D – Special Needs		
Do you require a wheelchair accessible building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If “Yes” to any of these questions please fill in <b>Section 5E</b> .  We may require proof in some cases, such as a letter from your doctor.
Do you require a wheelchair modified unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you, or anyone who plans to live with you, require support services in order to live independently?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



**Section 5E – Support Services Required**

Some housing is dedicated to people who need support services to live independently. If this applies to you, or anyone who plans to live with you, clearly explain the services you need. This will help us refer you to communities that offer the support you need. We may also refer your application to other agencies that are equipped to handle your needs.

**Check any of the following that apply to your household**

Reason For or Type of Support Service	Name of the Person Who Needs the Service
<input type="checkbox"/> Acquired brain injuries	
<input type="checkbox"/> Attendant Care services	
<input type="checkbox"/> Consumer Survivor of mental health services	
<input type="checkbox"/> Developmentally disabled	
<input type="checkbox"/> Frail senior	
<input type="checkbox"/> HIV/AIDS	
<input type="checkbox"/> Physically disabled <i>(Please provide details below.)</i>	
<input type="checkbox"/> Addiction Survivor	
<input type="checkbox"/> Wheelchair accessible building	
<input type="checkbox"/> Wheelchair modified unit	
<input type="checkbox"/> Other support services <i>(Please provide details below.)</i>	

<p><b>Physical Disabilities</b> <b>(Details)</b></p>	
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<p><b>Other Support Services</b> <b>(Details)</b></p>	
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**Section 6 – Preferences (Communities or buildings where you would like to live)**

Tell us where you would like to live. Make your selection using **either** Option 1 or Option 2. **Do not use both options.** If you do not select either of these options, Housing Connections will automatically place your household on the waiting lists for housing developments within your postal code.

**Option 1: Select areas or zones**

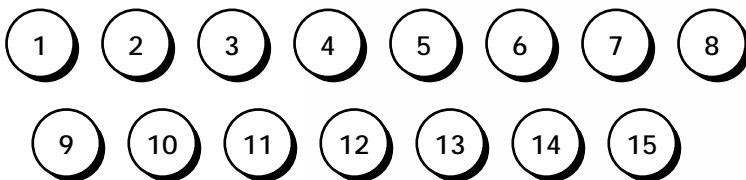
- Select the zones where you are willing to live. Housing Connections will automatically add your household to the waiting lists of all buildings that match your housing needs in the zones you select. You may select as many zones as you want.
- This is a good option if you have no particular buildings in mind but want to be near friends and relatives, your workplace, your hospital, or a favourite park or recreation centre.

**Option 2: Select specific buildings**

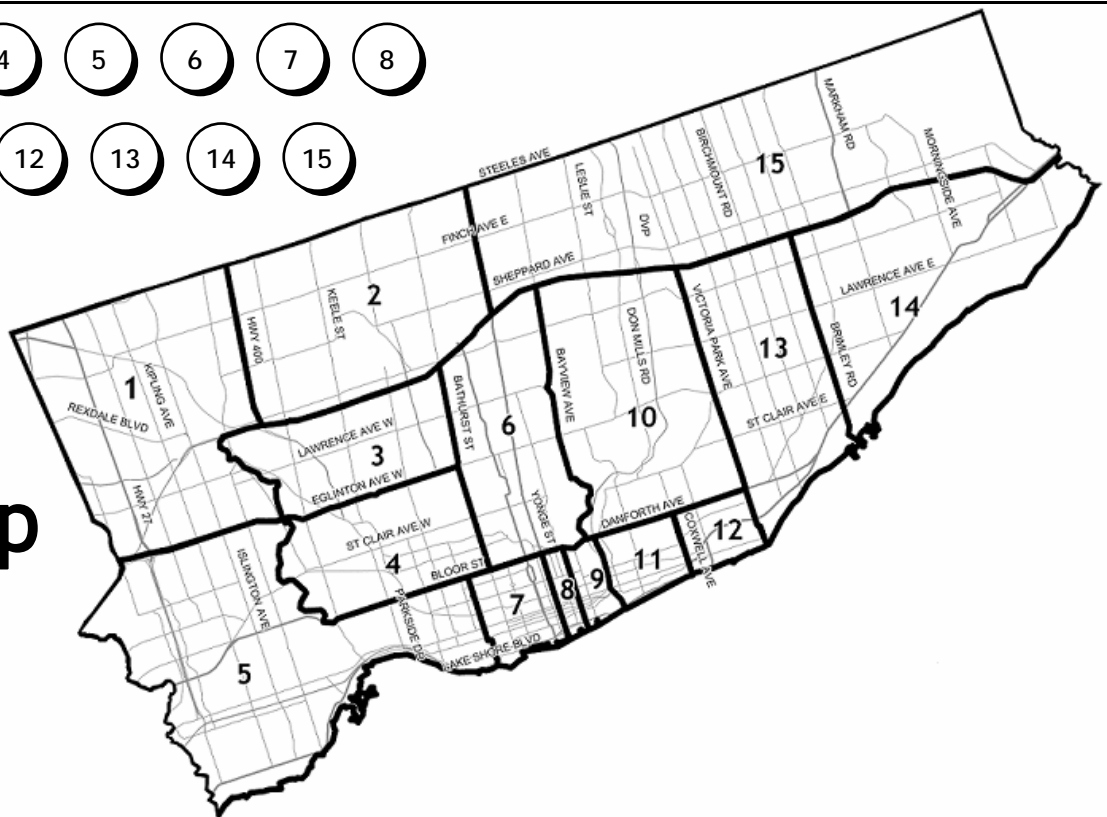
- Tell us exactly where you would like to live and Housing Connections will add your household to the waiting lists of only the buildings you choose.
- This is your best option if:
  - there are particular buildings where you want to live
  - you are willing to wait for those buildings
  - you are not interested in looking at any other choices

**Option 1**

Toronto is divided into 15 zones. Select the zones where you would like to live by checking the circles above the map. You may select as many zones as you want.



**Zone Map**



**Option 2**

If you know the specific communities you want, please list them on the following page. You may find the *Housing Listings* booklet helpful or check our website at [www.housingconnections.ca](http://www.housingconnections.ca).



**Section 7 – Declaration**

**(We cannot accept your application unless you sign this section)**

I/we give our word that everything in this application is correct and complete. If something is incorrect or not true, I/we understand that Housing Connections may cancel our application.

I/we declare that the following is true:

- There are no enforceable deportation, departure or exclusion orders against any member of this household.
- No member of this household has, within the last two years, been found guilty in a court of law or at the Ontario Rent Tribunal of:
  - an offence related to rent-geared-to-income assistance
  - misrepresenting their income in order to receive rent-geared-to-income assistance

I/we understand that only the people I/we have identified as members of this household may live with me/us in subsidized housing. While I/we am/are on the waiting list, I/we must tell Housing Connections about any changes to my/our housing needs.

I/we understand that, to remain eligible to stay on the waiting list for rent-geared-to-income housing, all members of my/our household must:

- Make arrangements to pay back any money owed to any subsidized housing provider in Ontario.
- Pursue income from all sources, including Ontario Works, support payments, Employment Insurance or any pension or support payments required under a sponsorship agreement.
- Tell Housing Connections right away about any change to my/our contact information or housing requirements.

Date:	<input style="width: 100%;" type="text"/>	X	
			Household member over the age of 16 years
		X	
	Applicant's signature		Household member over the age of 16 years
		X	
	Spouse's/co-applicant's signature		Household member over the age of 16 years

**Use this checklist to make sure that you have attached all of the required documents. If any required documents are missing, we may be required to send your application back without placing you on the waiting list.**

- |                          |                            |   |
|--------------------------|----------------------------|---|
| <input type="checkbox"/> | <b>Status in Canada</b>    | You must attach photocopies of related documentation for each member of your household.   |
| <input type="checkbox"/> | <b>Proof of age</b>        | Attach a copy of the main applicant's birth certificate to prove that he or she is 16 or older.   |
| <input type="checkbox"/> | <b>Arrears</b>             | If anyone in your household owes money to an Ontario housing provider, attach a copy of the agreement to repay, signed by the housing provider.   |
| <input type="checkbox"/> | <b>Children's Aid</b>      | If any of your children are in the custody of a Children's Aid Society because you do not have suitable housing, attach proof in the form of a letter from the Children's Aid Society.              |
| <input type="checkbox"/> | <b>Custody agreements</b>  | If you have asked for an additional bedroom because a member of your household has a legal custody agreement or visiting rights involving overnight stays, you must attach a copy of the agreement. |
| <input type="checkbox"/> | <b>Proof of disability</b> | If you have asked for an additional bedroom because of a disability in your household you must attach a detailed explanation. (Additional medical verification may be required later.)              |