



APPLICATION FOR RENT GEARED TO INCOME HOUSING (RGI)

Who Qualifies for RENT GEARED TO INCOME HOUSING (RGI)?

ELIGIBILITY REQUIREMENTS

- At least one member of the household must be 16 years of age or older and able to live independently. The application must be signed by all members of the household 16 years or older.
- Each member of the household must be a Canadian citizen, a landed immigrant, or have Refugee Claimant Status, with no outstanding deportation, departure or exclusion order in effect to leave Canada.
- If you owe money to any federally, provincially or municipally funded housing provider, you must pay the money owed or have an active repayment agreement in place which is in good standing.
- No member of the household has been convicted of misrepresenting their income to receive rent-geared-to-income assistance by the Landlord and Tenant Board or a court of law in the past two years.
- Many of our Housing Providers require Tenant Insurance to be eligible. If you do not already have content and liability insurance you can access low-cost insurance by applying for HSC Tenant Insurance Program by calling 1-866-940-5111
- Some buildings are now smoke-free, which means that tenants cannot smoke inside their units, nor on the property grounds

COMPLETING THE APPLICATION

- Please **PRINT** all information in ink
- **Copies of Canadian Birth Certificates, proof of Canadian Citizenship or Landed Immigrant status, for ALL members of the household must be provided with the application.**
- If we are unable to contact you at the phone number and/or address provided on the application, **your file will be cancelled.**
- Before signing the form, please read and understand the “**Declaration and Consent to Collect, Use and Disclose Personal information**”
- Complete ALL sections of the application and mail it to one of the following addresses:

MAIL OR DELIVER YOUR APPLICATION TO ONE OF THESE LOCATIONS:

**Lanark County
Housing Services**
52 Abbott Street North, Unit 4
Smiths Falls, ON K7A 1W3
613-267-4200 ext 2402
housingapplications@lanarkcounty.ca

Lanark County Social Services
99 Christie Lake Road
Perth, ON K7H 3C6
613-267-4200
Lanarkcounty.ca

**Lanark County Housing
Services**
33 Lansdowne Ave
Carleton Place, ON K7C 2V3
(Drop off only)

EMERGENCY HOUSING IS NOT AVAILABLE

FAQs

How are people chosen for RGI housing?

Approved applicant names are maintained in order on a waitlist, based on the date the completed application was received. Once your name reaches the top of the waitlist, you will be contacted by a housing provider to view the available unit.

Can I contact Housing to find out where I am on the waitlist?

Due to the large number of applicants on the waitlist and the different criteria that affects offers, we are unable to confirm your position on the waitlist.

How long is the wait for RGI Housing?

Current wait times average from 3-8 years, depending on variables such as preferred locations and special applicant requirements (such as the medical request for a ground floor unit).

Can I choose where I want to live?

Yes, part of the application process is to select the locations where you would prefer to live. Once your eligibility is confirmed for these locations, your name will be added to the waitlist for those units. Remember that certain locations may have longer wait times.

Can I choose a unit size?

Applicants who are single or a couple are eligible for one-bedroom units. Spouses must share a bedroom and there cannot be more than two persons to a bedroom. Children of the opposite or same gender may have their own bedrooms unless the applicant is willing for two children to share a room. The largest available unit is a 5 bedroom.

How much rent can I expect to pay?

RGI is calculated based on 30% of your gross monthly income. If you are a recipient of Ontario Works or the Ontario Disability Support Program, the social assistance rent scale would be applied.

How do I know that my application has been received?

Once your **complete** application is received, it is date stamped and reviewed for eligibility. You will receive correspondence to confirm your eligibility or advise if additional information is required to complete the application.

How will I be contacted for an offer?

Housing providers will get in touch with you using the contact information you provide on your application. It is important that you maintain current phone and/or email information for yourself and for any alternative contact persons listed on your original application, as these are the methods used to notify you of any offers.

Can I refuse a unit that I am offered?

It is important to keep in mind that you are permitted TWO refusals. A third refusal will result in your file being cancelled. If you are cancelled, but still wish to be considered for housing, you are required to re-apply and your name would go to the end of the waitlist. This is why it is important to select only properties where you are interested in residing.

How do I update, or make changes to my application? Is someone able to assist me?

Contact the local Housing Services office immediately to advise of any changes to your address, phone or email information. You will receive an annual update form to verify your personal information and review your property choices. That form may be returned by mail or completed over the phone.

Can I get help to complete my application?

Contact the Social Housing office if you have any questions about the RGI application process. You may be assisted by phone or in person by appointment if you would prefer. Please call 613-267-4200 or 1888-952-6275, Extension 2402 for further information.

NOTE: IN ORDER TO REMAIN ON THE WAITLIST, YOU MUST NOTIFY OUR OFFICE WITH ANY CHANGES IN THE INFORMATION PROVIDED ON YOUR APPLICATION SUCH AS CHANGES TO YOUR ADDRESS, TELEPHONE NUMBER, YOUR CONTACT PERSON OR THE NUMBER OF PERSONS IN YOUR HOUSEHOLD. FAILURE TO DO SO MAY RESULT IN LANARK COUNTY SOCIAL SERVICES BEING UNABLE TO CONTACT YOU, THEREBY REMOVING YOU FROM THE WAITING LIST.

PLEASE TEAR OFF THIS PAGE AND KEEP FOR YOUR RECORDS

APPLICATION FOR RENT GEARED TO INCOME HOUSING

Date Stamp:

APPLICANT INFORMATION:

First Name:		Last Name:		Middle Name:	
Maiden / Alternate Last Name:				Birthdate (DD/MM/YY)	
Status in Canada <i>(If you are not a Canadian Citizen please attach documents)</i> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee Claimant				<input type="checkbox"/> Birth Certificate Provided (MANDATORY REQUIRMENT)	
Apt #:	Street Address:		P.O. Box:	City:	Postal Code:
Home Phone:		Cell Phone:		Work Phone:	
Email:		Alternate Contact Name & Relationship:		Contact Phone:	

CO-APPLICANT INFORMATION:

First Name:		Last Name:		Middle Name:		Relationship to Applicant:	
Maiden / Alternate Last Name:						Birthdate (DD/MM/YY)	
Status in Canada <i>(If you are not a Canadian Citizen please attach documents)</i> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee Claimant						<input type="checkbox"/> Birth Certificate Provided (MANDATORY REQUIRMENT)	
Apt #:	Street Address (if different than applicant):			P.O. Box:	City:	Postal Code:	

DEPENDENTS:

First Name	Last Name	Gender	Relationship to Applicant	Birthdate DD/MM/YY	Birth Certificate Provided?

Have you or any member of your household previously lived in social housing in the province of Ontario?

Yes No *If yes, please complete the section below.*

Housing Provider name and Address		From (date)	To (date)
Resident Name on Lease or Occupancy Agreement		Rental/ Damage Arrears Outstanding	
		\$	

INCOME:

MONTHLY INCOME BEFORE DEDUCTIONS RECEIVED BY ALL PERSONS/FAMILY MEMBERS TO LIVE IN THE ACCOMODATION. **ALL SOURCES ON INCOME MUST BE REPORTED.** (GST OR CHILD TAX CREDIT SHOULD **NOT** BE INCLUDED AS A SOURCE OF INCOME).

Source of Income	Applicant Gross Monthly	Co- Applicant Gross Monthly
Ontario Works (Social Services)	\$	\$
Ontario Disability Support Program (O.D.S.P)	\$	\$
Full/Part Time Employment	\$	\$
Employment Insurance (E.I)	\$	\$
Workplace Safety Insurance Benefit (W.S.I.B)	\$	\$
Old Age Security (O.A.S)	\$	\$
Canadian Pension Plan (C.P.P)	\$	\$
Private Pensions	\$	\$
Student Grants	\$	\$
Other Income (Properties etc.)	\$	\$

ASSETS:**Applicant's Value****Co-Applicant's Value**

Bank, Trust Company, Credit Union (savings and chequing accounts)	\$	\$
Stocks, Bonds, Debentures, Term Deposits, Etc.	\$	\$
RRSP, Annuities	\$	\$
Other Assets (Properties etc.)	\$	\$

It is important that you provide us with accurate information. When you are offered a unit you will be required to provide proof of all household income and assets. If you do not meet income and asset requirements, the offer will be withdrawn and your application will be removed from the waitlist.

SPECIAL PRIORITY (If you are applying for special priority, please read and complete this section):

Any member of a household who is 16 years of age or older may request special priority status for the household on the social housing waiting list. Special priority status is given to households who have a member who has been abused by someone who is or was living with her/him within the past 3 months OR is a victim of Human Trafficking. In order to qualify for special priority status, there needs to be a Written Verification of Abuse by trusted professional attached to this application. Please see our special priority form for a list of persons who qualify as a trusted professional.

Do you intend to complete a request for Special Priority Status? Yes No

If **YES**, please contact us or Interval House at 1-800-267-7946 or e-mail us at housingapplications@lanarkcounty.ca for a Special Priority Application.

Please check here if we may contact you at home: Yes No

HOUSING REQUIREMENTS:

Are all Household Members currently residing at the same address? Yes No

If **NO** please provide documentation to explain separation (i.e. custody arrangements, CAS orders).

Is any household member expecting a baby? Yes No

If **YES**, please provide expected due date : _____

Some units are not inclusive of utilities.

Can utilities (i.e. Hydro/ Enbridge) be put in a household member's name? Yes No

If **NO**, do not select any units that require utilities to be put in tenant's name.

Do you require: a ground floor unit for medical reasons? Yes No
OR an accessible unit for medical reasons? Yes No

If **YES**, please submit medical verification with this application. Please note that requiring a ground floor or accessible unit may increase wait times.

Starting January 1st, 2019, Lanark County will be conducting a 2-year Portable Housing Benefit Pilot Program for applicants seeking rent support for accessible/ground floor units due to medical reasons. Please indicate if you are interested in this program. *This will make you ineligible for RGI Housing.* Yes No

Do you own property that is suitable for year round occupation? Yes No

If **YES**, please submit a letter of opinion from a qualified professional (i.e. Real estate Agent) as to the value of your property. If you are offered accommodations you must agree to sell your property at fair market value within six months.

Do any members of the household owe money (i.e. unpaid rent or damages), to any social housing provider in Ontario? If **YES**, please attach a copy of approved re-payment agreement Yes No








Do you have rental insurance? Yes No

Many units require tenant insurance to be eligible for a unit. If you do not already have content and liability insurance you can access low-cost insurance by applying for HSC Tenant Insurance Program by calling 1-866-940-5111.






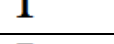
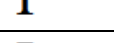





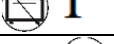











GENERAL HOUSING INFORMATION:

The maximum number of bedrooms allowed is one bedroom per couple and one additional bedroom for each family member. In the boxes on the following pages, you may choose units with only the maximum number of bedrooms for your family size or you may also choose units with fewer bedrooms. The more choices made, the sooner you will likely be housed. Occupancy standards apply, so you should not choose a one bedroom if you have four children. A Rent Supplement unit is a rent geared-to-income assisted unit in a privately-owned building. A senior is not limited to senior properties only, but may choose any property.

BUILDING INFORMATION LEGEND:






	Tenant is responsible for their own Hydro. Hydro Account must be put in their name.		Tenant is responsible for their own Heat. Heat Account must be put in their name.
	Non-Smoking Building		No Pets Allowed
	Fridge and Stove is not included	I	Mandatory Tenant Insurance. Tenant is required to have content and liability insurance.
	Accessible Unit		Elevator in Building
TCO	Tayside Community Residential & Support Options	Private	Rent Supplement Building Selection. The Rent Supplement Program provides units to applicants through special agreements with qualified private sector landlords.
LCHC	Lanark County Housing Corporation	MCSC	Mills Community Support Corporation

Legend	Type of Provider	Municipality /Location	Units Available					
			Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
ALMONTE								
I	LCHC	176 Robert Street	<input type="checkbox"/>	<input type="checkbox"/>				
  I	LCHC	Victoria/ St. James Street			<input type="checkbox"/>	<input type="checkbox"/>		
  I	MCSC	278-282 Maude Street			<input type="checkbox"/>	<input type="checkbox"/>		
   I	MCSC	321-334 Maude St./ St. James St		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
   I	MCSC	107-144 Norton Street				<input type="checkbox"/>	<input type="checkbox"/>	
   I	Private	326 Maude Street		<input type="checkbox"/>				
CARLETON PLACE								
I	LCHC	126 Sussex Street		<input type="checkbox"/>	<input type="checkbox"/>			
I	LCHC	252 Moffatt Street		<input type="checkbox"/>				
I	LCHC	171 Munro Street	<input type="checkbox"/>	<input type="checkbox"/>				
  I	LCHC	112-143 Caldwell Street				<input type="checkbox"/>	<input type="checkbox"/>	
  I	LCHC	144-180 Caldwell Street			<input type="checkbox"/>	<input type="checkbox"/>		
  I	LCHC	404-406 Pattie Drive					<input type="checkbox"/>	
    I	LCHC	179 Caldwell/ Arthur Street		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
  I	Private	24 Townline Road			<input type="checkbox"/>			
I	Private	270 Bridge Street		<input type="checkbox"/>				
  I	Private	266 Bridge Street		<input type="checkbox"/>	<input type="checkbox"/>			
  I	Private	326 Bridge Street/226 Bridge		<input type="checkbox"/>				
 I	Private	96 Moore Street				<input type="checkbox"/>		
   I	Private	114 Rocky Lane				<input type="checkbox"/>		
  I	Private	188 William Street			<input type="checkbox"/>			
    I	Private	99 Crampton				<input type="checkbox"/>		
LANARK								
    I	Private	56 George Street	<input type="checkbox"/>					
PAKENHAM								
   I	MCSC	178 Five Arches Drive		<input type="checkbox"/>	<input type="checkbox"/>			
   I	Private	929 9 th Concession Rd				<input type="checkbox"/>		
PERTH								
I	LCHC	75 Harvey Street		<input type="checkbox"/>				
I	LCHC	77 Harvey Street		<input type="checkbox"/>				
I	LCHC	16 Herriott Street		<input type="checkbox"/>				
  I	LCHC	Beckwith/ Robinson Street			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
  I	LCHC	10 Welland Street				<input type="checkbox"/>		
  I	LCHC	4 Railway Street				<input type="checkbox"/>		

Legend	Type of Provider	Location/Address	Units Available					
			Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
PERTH CONTINUED								
	TCO	31 Rogers Road		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Private	18 Haggart Street		<input type="checkbox"/>				
	Private	27 Cockburn Street		<input type="checkbox"/>	<input type="checkbox"/>			
	Private	112 Gore Street		<input type="checkbox"/>				
	Private	1830 Rogers Road *(Referral Required)		<input type="checkbox"/>	<i>*Contact Housing for more information.*</i>			
SMITHS FALLS								
	LCHC	46 Bell Avenue		<input type="checkbox"/>	<input type="checkbox"/>			
	LCHC	195 Carss Avenue		<input type="checkbox"/>				
	LCHC	30 McGill Street South		<input type="checkbox"/>				
	LCHC	24 Bourke Street		<input type="checkbox"/>	<input type="checkbox"/>			
	LCHC	Sussex/ Empress			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LCHC	3A & 3B Anne/9A & 9B Lanark St				<input type="checkbox"/>		
	LCHC	68 Broadview Avenue				<input type="checkbox"/>		
	LCHC	72 Thurber Street				<input type="checkbox"/>		
	LCHC	Jasper/ Beech/ Carss			<input type="checkbox"/>	<input type="checkbox"/>		
	LCHC	Parkland Court		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Private	28 Church Street		<input type="checkbox"/>				
	Private	31 Main Street West		<input type="checkbox"/>				
	Private	22-28 Toulon Street		<input type="checkbox"/>				
	Private	7 Main Street West		<input type="checkbox"/>	<input type="checkbox"/>			
	Private	54 Broadview Avenue		<input type="checkbox"/>				
	Private	41 Marsha Drive		<input type="checkbox"/>				
	Private	12 Chambers Street		<input type="checkbox"/>	<input type="checkbox"/>			
	Private	20 Phillip Street		<input type="checkbox"/>				
	Private	10 Pearl Street			<input type="checkbox"/>			

SENIORS HOUSING:

SENIORS HOUSING PROVIDERS ACCEPT ONLY APPLICANTS WHO ARE AT LEAST 65 YEARS OF AGE. IF A COUPLE IS APPLYING FOR SENIORS HOUSING, BOTH APPLICANTS MUST BE 65 YEARS OF AGE, OR OLDER.

Municipality	Provider	Units Available	
		1 Bedroom	2 Bedroom
Almonte: 375 & 411 Country Street	Mills Community Support Corporation 	<input type="checkbox"/>	<input type="checkbox"/>
Carleton Place: 105 Elizabeth Street	Carleton Place Municipal Non-Profit (Elizabeth Court) 	<input type="checkbox"/>	<input type="checkbox"/>
Clayton: 134 Linn Bower Lane	Clayton Seniors Housing Corporation (Linn Bower Apartments) 	<input type="checkbox"/>	<input type="checkbox"/>
Perth: 20 Haggart Street	Tay Valley Non-Profit Housing Corporation (Tay Garden) 	<input type="checkbox"/>	<input type="checkbox"/>
Perth: 99 Harvey Street	Ashley Chase Apartments 	<input type="checkbox"/>	

DECLARATION AND CONSENT TO COLLECT, USE AND DISCLOSE PERSONAL INFORMATION:

I/we the undersigned declare, consent to, and understand the following:

1. That all information given in this application is correct and complete, and will supply supporting material that may be required.
2. That the information that is provided in this application will belong to the Social Housing Registry and that the information will be given to the housing providers selected in this Application.
3. If something on this application is incorrect or not true, the Social Housing Registry or the housing providers selected in this application may request additional information, may cancel this application or both, and I/we may be prohibited from re-applying for rent-gearred-to-income assistance for a minimum period of two years under the *Housing Services Act, 2011*.
4. That only the individuals included on this application form may live with me/us in social housing.
5. That the Social Housing Registry or housing providers selected will use the information provided to determine initial and continued eligibility for social housing and/or rent-gearred-to-income assistance, and to determine how much assistance for which I/we are eligible.
6. All members of the household are in Canada legally.
7. That any money owed to any social housing provider in Ontario must be repaid, or have a payment agreement in place with regular payments being made, before this application can be placed on the Social Housing Registry or the wait list for a provider selected.
8. That any changes to this information must be reported to the Social Housing Registry.
9. That this application must be updated each year with the Social Housing Registry, and that the Registry will provide an Update/Change of Information form to be completed and returned. It is the applicant's responsibility to update and return the completed form.
10. That any information provided in this form and any attachment may be verified, and I/we authorize any person, corporation or any social agency having knowledge of any information to release that information to the Social Housing Registry and/or other Social Housing Provider within Lanark County for the purpose of verifying initial or ongoing eligibility for social housing.
11. I give my permission for Lanark County to exchange electronic data via email agency, person, business or organization and exchange information regarding this request.
12. Further, I/we understand that there are laws that allow personal information to be collected or shared with others, and that any information on this form and any attachment which is given to a body listed herein is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations.

I/we allow the information on this Application and any attachment to be given, without further notice, to:

- 1) Social services offices, other municipal service managers or district social services administration boards and housing providers, 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*.
- 2) The government of Canada, a department, ministry, or agency of it, if the information is necessary for the purpose of administering or enforcing the *Income Tax Act (Canada)* or the *Immigration Act*.
- 3) Any government or body with whom an agreement has been made under the *Housing Services Act, 2011*, for the purpose of conducting research, reporting and policy related to a social benefit program or social housing or rent-gearred-to- income assistance program.

Consent to Use of E-mail: Yes No

I Hereby elect to give consent to Lanark County Housing Services to exchange electronic data via e-mail in order to share personal information between myself and an authorized representative of Lanark County.

Applicant Signature _____

E-mail Address _____

Personal information contained in this form or in attachments is collected by The Registry pursuant to the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. F.31)* 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-gearred-to income charge.

Signatures of Household Members

This Application and Declaration and Consent **MUST** be signed by the **applicant** and **all non-dependent members** of the household.

Applicant _____

Household Member _____

Household Member _____

Household Member _____

Household Member _____

Date (DD/MM/YYYY) _____