



Application For Rent-Geared-To-Income Housing in

HASTINGS COUNTY

Upon completion, please return to:

**Department of Social Services
Housing Services
15 Victoria Avenue
2nd Floor, Box 7
Belleville, Ontario
K8N 1Z5**

Tel: (613) 968-3465
Fax: (613) 968-3197
Toll Free: 1-800-267-2804
Website: www.hastingscounty.com

General Eligibility Rules:

A household is eligible for rent-geared-to-income assistance if:

- no member of the household has been found by the Landlord Tenant Board to have falsely reported their income for the purpose of receiving rent-geared-to-income housing within 2 years;
- you own a home, you must agree to sell it within 6 months of being housed;
- no member owes rental money to any Social Housing Project;
- at least one person of your household is 16 years or older;
- each member of the household meets at least one of the following criteria:
 - is a Canadian citizen;
 - has made an application for status as a permanent resident under the *Immigration and Refugee Protection Act* (Canada);
 - has made a claim for refugee protection under the *Immigration and Refugee Protection Act* (Canada);
 - has no removal order enforceable against them under the *Immigration and Refugee Protection Act* (Canada).
- each household member has applied for specified forms of assistance which they may be eligible, where it is reasonable to do so. These sources of income are limited to:
 - Ontario Works,
 - Divorce or Support Payments,
 - Employment Insurance,
 - Government Pensions,
 - Support from a Sponsor under the Immigration Act;
- you are able to live independently, and make your own arrangements for supportive services.

Smoke Free Buildings

Smoke Free Buildings are designated buildings where smoking is not permitted. Individual Housing Providers have their own rules and regulations on this policy. Smoke Free Buildings will house applicants, without prejudice, who choose to smoke and who meet all other criteria which is required to receive rent geared-to-income housing.

Additional Information

All of Housing Services policies can be found on the Hastings County website at www.hastingscounty.com or are explained in the Public Information Guide available upon request.

How to Keep Your Place on the Waiting List

Keep Your Application Up to Date – It is your responsibility to keep your application up to date. If you do not tell us about changes in your information, you will lose your place on the waiting list. You cannot be offered housing if your name is not on the active waiting list.

How long will you have to wait? What number are you on the waiting list?

The wait time depends on the number of bedrooms required, location preference and how often units become available. This means there is no specific number on our waiting list in which we can give you, nor can we predict how long you will have to wait.

Section 1 – Contact Information

First Name:

Last Name:

Tell us immediately if you move or if your telephone number changes. *If we cannot contact you, we may be unable to offer you housing and your name may be removed from the waiting list.*

Mailing Address: Please provide an address where you can be contacted by mail.

Street Address:

Apt/Unit #:

P.O Box:

City:

Province:

Postal Code:

Home Phone:

Work Phone:

Cell Phone:

Other Phone:

Additional Contact Information: Person(s) to be contacted if unable to reach you regarding your application.

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

Section 2 – Household Information: List the name of each person who will be living with you including yourself.

Full Name	Date of Birth MM/DD/YY	Sex M/F	Relationship to You	Status in Canada				Social Insurance Number
				Canadian Citizen	Landed Immigrant	Refugee / Claimant	Applied for Permanent Residence	
			SELF					

Verification of custody or overnight visitation for all children is required.

Is anyone on this list expecting a baby?

Yes ☐No ☐

Expected Due Date: _____

Are you or anyone applying with you of Aboriginal Ancestry?

Yes ☐No ☐

Section 3 – Present Accommodation

☐ Rent ☐ Own/Co-Own ☐ Staying with friends/family ☐ Temporary (shelter) ☐ Other

Rent Amount:

Landlord's Name:

Are you required to give notice to move? ☐ Yes ☐ No How long: _____

Section 4 – Past Tenancy in Social Housing

Have you or anyone applying with you previously lived in subsidized housing in Ontario? ☐ Yes ☐ No

Name of Housing Provider:

Address where you lived:

Did you move out owing arrears? ☐ Yes ☐ No ☐ Unsure If yes, how much? _____

Note: If you or anyone applying with you owes arrears to any Social Housing Provider in Ontario, we will require a copy of an active repayment agreement before your name will be eligible to be placed on the centralized waiting list.

Section 5 - Priority or Urgent Status

Are you or anyone applying with you, living with or have lived with someone in the last three months, who is abusive to yourself or anyone else listed on this application? ☐ Yes ☐ No

If yes, a Request for Special Priority Status form will be required. This is available from the Department of Social Services, Housing Services office or on our website at www.hastingscounty.com

Are you homeless or living in a temporary shelter? ☐ Yes ☐ No

If living in a shelter, please provide name and address of shelter.

Verification from the shelter or a copy of the Sheriff's Order will be required.

Are you or anyone applying with you physically unable to reside in your current accommodation due to a serious and immediate health risk? ☐ Yes ☐ No

If yes, please have your Healthcare Professional complete a Request for Urgent Medical Status form available from the Department of Social Services, Housing Services office or on our website at www.hastingscounty.com

Section 6 – Income Information

Individual Housing Providers may contact you to verify any necessary income information.

Source of Income	Gross Monthly Income (Before Deductions)		
	Applicant	Co-Applicant	Other Family Members
Ontario Works (OW)			
Ontario Disability Support Program (ODSP)			
Full Time Employment: Name of Employer _____ Hourly Rate:\$_____ Avg. Hours per Week:_____			
Part Time Employment: Name of Employer _____ Hourly Rate:\$_____ Avg. Hours per Week:_____			
Self Employment			
Employment Insurance (E.I.)			
Old Age Security (OAS)			
Guaranteed Income Supplement (GIS)			
Guaranteed Annual Income Supplement (GAINS)			
Canada Pension Plan (CPP)			
Dept. of Veteran's Affairs Disability Pension (DVA)			
Private Pension (Company)			
Ontario Student Assistant Program (O.S.A.P)			
Worker's Compensation (W.S.I.B.)			
Support/Alimony receive ☐ pay ☐			
Band Allowance			
Immigrant/Government Sponsorship			
Other Income (please specify)			
Other Income (please specify)			
Total Income			

Section 7 – Asset Information

List below all assets owned by you and all other people applying with you. Assets are things that you own. Assets include, but are not limited to, things such as:

Bank Accounts (including Tax Free Accounts)	RRSP	Mutual Funds
Cash (over \$1000)	RESP	Saving Bonds
Term Deposits	GIC	
Life Insurance (cash surrender value)	Stocks/Shares	Real Estate (house, trailer, land)

Bank Accounts - List bank name and type of account (savings, chequing)	Current Balance	
	Applicant	Co-Applicant
	\$	\$
Tax Free Bank Account (TFSA)	\$	\$
Investments (RRSP, GIC, Mutual Funds, RESP etc.)	\$	\$
Life Insurance Policy – Cash surrender value	\$	\$

Non-Income Producing Assets	Applicant	Co-Applicant
<i>If you or anyone applying with you owns a house or other property, you must agree to sell it within six months of being housed. You will need to sign an "Agreement to Sell" form at the time of offer.</i>		
House/Cottage/Mobile Home value:	\$	\$
Mortgage (Amount owing)	\$	\$
Property, Land value:	\$	\$

Have you or anyone applying with you transferred assets in the last three years? ☐ Yes ☐ No

Please provide details. _____

Section 8 – Housing Preferences

Do you have pets to move with you? ☐ Yes ☐ No Please list type and number of pets below.

Do you own/lease a vehicle which would require your own parking spot? ☐ Yes ☐ No

If yes, do you require a handicap parking spot? ☐ Yes ☐ No

Note: Proof of permit will be required at time of offer.

Section 8 Continued...

Bedrooms Required: ☐ Bachelor ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom ☐ 4 Bedroom ☐ 5 Bedroom

Note: A single person or two persons who are spouses of each other qualify for 1 bedroom only. Should you require an additional bedroom for medical reasons, verification from a doctor detailing the medical reason and/or supplies needed is required to be submitted for approval.

Section 9 – Special Needs

Can you and everyone applying with you climb stairs? (excluding infants/toddlers) ☐ Yes ☐ No

Note: If you answer NO, you will be placed on a waiting list for an apartment with an elevator or a ground floor unit.

Do you or anyone applying with you require the use of a wheelchair? ☐ Yes ☐ No

Note: If you or anyone applying with you require the use of a wheelchair, you will be placed on a waiting list for a wheelchair modified unit.

Do you or anyone applying with you need support services to live independently? ☐ Yes ☐ No

If yes, what type of support services do you/they require? (personal care services, mental health support etc.)

Do you/they have support services currently set up? ☐ Yes ☐ No

If yes, please list the Name of the Agency(s) involved.

Do you or anyone applying with you require a live-in caregiver? ☐ Yes ☐ No

Note: If you are applying with a live-in caregiver, please list this person on the chart in Section 2 as they will be considered a member of the household and their income included in your rent calculation.

Section 10 – Additional Comments

Section 11 – Location and Building Selection

Please check off any location where you wish to live. You will only be placed on the waiting list for the locations you indicated and are deemed eligible for. Some exceptions may apply depending on your situation.

Bancroft

Building Address	Community Type	Size of Units	Building Type	Features
North Hastings Non Profit Housing Corporation				
☐ 1 Woodview Lane	Families, Singles, Seniors	1, 2, 3, 4	Townhouses	Some Modified units
Hastings Local Housing Corporation				
☐ 25 Station Street	Seniors 65+	1, 2	Apartments	Lift
R.J. Brooks Living Centre				
☐ 1 Alice Street	Seniors 65+	1, 2	Apartments	Elevator, Smoke Free Building, Some Modified units
York River Heights				
☐ 303 Hastings Street N	Seniors 65+	1, 2	Apartments	Elevator, Smoke Free Building, Some Modified units

Coe Hill

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 43 Spring Street	Seniors 65+	1	Apartments	Some Modified units

Belleville

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 245 Bridge St. West	Seniors	1, 2	Apartments	Lift
☐ 247 Bridge St. West	Seniors	1	Apartments	Elevator
☐ 25 Wellington Cres.	Seniors	1, 2	Apartments	Lift
☐ 485 Bridge St. East	Seniors	1, 2	Apartments	Elevator
☐ 5 Turnbull Street	Seniors	Bach, 1	Apartments	Stairs only
☐ 7 Turnbull Street	Seniors	1	Apartments	Lift
☐ 185 Cannifton Road	Seniors 65+	1	Apartments	Lift, Some Modified units

Belleville

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 424 Bleecker Ave	Families	2, 3	Townhouses	Some Modified units
☐ 46 Tracey Park Drive	Families	2, 3	Townhouses	Some Modified units
☐ 59 Russell Street	Families, Singles, Seniors	1, 2, 3, 4	Townhouses	Some Modified units
☐ Elgin/Tripp/W.Moira	Families	2, 3, 4, 5	Townhouses	
☐ Marsh Drive	Families	2, 3, 4, 5	Townhouses	
☐ North Park Street	Families	2, 3, 4, 5	Townhouses	
☐ Pine Street	Families	2, 3, 4, 5	Townhouses	
☐ Janlyn Crescent	Families	3	Townhouses	
☐ 24 Brown Street	Families, Singles, Seniors	1, 2	Apartments	Elevator, Some Modified units
Trent-Moira Co-operative Estates Inc.				
☐ 173 Cannifton Road	Families, Singles, Seniors	1, 2, 3, 4	Townhouses	No Pets Allowed, Some Modified units
Aldersgate Homes Inc.				
☐ 7 Aldersgate Drive	Seniors 65+	1, 2	Apartments	Elevator, Smoke Free Building, Some Modified units
Belleville Emmanuel Residences				
☐ 50 Rollins Drive	Seniors 65+	1, 2	Apartments	Elevator, Smoke Free Building, Some Modified units

Deseronto

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 315 Edmon Street	Seniors	1, 2	Apartments	Lift
☐ Mill Street	Seniors 65+	1	Apartments	Some Modified units
☐ Brant/Green/Main St.	Families, Singles, Seniors	1, 2, 3, 4	Townhouses	Some Modified units

QUINTE WEST

Trenton Ward

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 45 Creswell Drive	Seniors	1, 2	Apartments	Elevator
☐ 236 Dundas St. East	Seniors	1	Apartments	Stairs only
☐ 139 Ontario Street	Seniors 65+	1	Apartments	Lift, Some Modified units
☐ Gould Street	Families	2, 3, 4, 5	Townhouses	
☐ York/Kent Street	Families	3, 4, 5	Townhouses	
Quinte West Non-Profit Housing Corporation				
☐ 29 Adrian Court	Families	2, 3	Apartments & Townhouses	Elevator, Some Modified units
☐ 30 Annwood Court	Families, Singles, Seniors	1, 2, 3	Apartments & Townhouses	Elevator, Some Modified units
☐ 32 Flindall Street	Families, Singles, Seniors	1, 2, 3	Apartments	Elevator, Some Modified units
Trenton Memorial Lodge				
☐ 80 Catherine Street	Seniors 65+	1, 2	Apartments	Elevator, Smoke Free Building
Trenton Ontario Branch 110 Legion Non-Profit Housing Inc.				
☐ 120 George Street	Seniors 65+	1, 2	Apartments	Elevator, Smoke Free Building, Some Modified units

Frankford Ward

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 40 Mill Street	Seniors	1	Apartments	Stairs only
☐ 21 Albert Road	Seniors	1	Apartments	Stairs only
Ontario East Triangle Court				
☐ 135 March Drive	Seniors 65+	1	Apartments	Elevator, Smoke Free Building

Stirling

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 204 Church Street	Seniors	1	Apartments	Stairs only

CENTRAL HASTINGS

Madoc

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 27 Wellington St.	Seniors	1	Apartments	Stairs only
☐ 47 Wellington St.	Seniors	1	Apartments	Stairs only

Marmora

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 43 Matthew Street	Seniors	1	Apartments	Lift
Dr. H.G. Parkin Living Centre				
☐ 2 Madoc Street	Seniors 65+	1	Apartments	Elevator, Smoke Free Building, Some Modified units

Tweed

Building Address	Community Type	Size of Units	Building Type	Features
Hastings Local Housing Corporation				
☐ 23 McCamon Street	Seniors	1	Apartments	Lift

Rent Supplement Program

The Rent Supplement program is an agreement between Hastings County and private landlords to provide subsidized units within Hastings County in the private sector. If you choose to apply for these subsidized units, please be aware, that these Landlords may require a separate application and further screening process.

Building Address	Community Type	Size of Units	Building Type	Features
☐ Belleville	Families, Singles, Seniors	1,2,3	Apartments	Some have Elevators
☐ Trenton	Families, Singles, Seniors	1,2,3	Apartments	Some have Elevators
☐ Bancroft	Singles, Seniors	1	Apartments	

Investment in Affordable Housing Program– IAH

Hastings County is participating in the “Investment in Affordable Housing Program”. This program is for people applying for a 1 bedroom unit, and who are under the age of 50 years. This program will support eligible applicants in receiving a monthly housing allowance of \$210 to go towards payment of their rent, for units within the private rental market in Hastings County.

Approved Landlords have signed their unit(s) up with our office and we provide them names of applicants who may be interested in renting their unit. The person selected by the Landlord may be eligible for the \$210 subsidy towards their rent.

If you choose to apply for these units, please be aware that these Landlords have their own rental applications and screening process for choosing tenants. Your name will then be passed on to the Landlords as vacancies occur.

Building Address	Community Type	Size of Units	Building Type	Features
☐ Belleville	Singles	1	Apartments	Some have Elevators
☐ Trenton	Singles	1	Apartments	Some have Elevators
☐ Frankford	Singles	1	Apartments	
☐ Bancroft	Singles	1	Apartments	
☐ Tweed	Singles	1	Apartments	

Section 12 – Consent to Collect, Use and Disclose Personal Information

Here is your legal agreement with us. Please read it carefully, and sign in the spaces below.

1. I understand that there are laws that allow Hastings County to collect personal information about me.
2. I understand that Hastings County will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
3. I allow Hastings County to give the information on this form and any attachments to the social services offices, other municipal service managers or district social services administration boards, housing providers, without further notice to me, 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*.
4. I allow Hastings County to give the information on this form and any attachments to the government of Canada, a department, ministry, or agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the *Income Tax Act (Canada)* or the *Immigration Act*.
5. I allow Hastings County to give the information on this form and any attachments to any government or body with whom Hastings County has made an agreement under the *Housing Services Act, 2011*, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or rent-geared-to-income assistance program.
6. I understand that any information on this form and any attachment given by Hastings County to a body listed above is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations.

"Personal information contained in this form or in attachments is collected by Hastings County pursuant to the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.F31.)* 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-geared-to-income charge."

If you have any questions about the collection and use of personal information, please direct any questions or concerns to:

Hastings County Administration Building
235 Pinnacle Street, Postal Bag 4400
Belleville, ON K8N 3A9
Ph. (613) 966-1319

Section 13 – Declaration

Please read this carefully, and sign in the spaces below.

1. I give my word that everything I have written in this application is correct and complete.
2. I understand that all information I give to Hastings County will belong to them and they will give my information to the housing providers I have chosen.
3. If something on this application is incorrect or not true, Hastings County or the housing providers I have applied to may request additional information, may cancel my application or both and I may be prohibited from re-applying for assistance for a minimum period of two years under the *Housing Services Act, 2011*.
4. I understand that only the people I have listed on this application form may live with me in subsidized housing.
5. I understand that Hastings County will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
6. I give my word that I am in Canada legally.
7. Before I can receive housing, I understand that I must pay back or make arrangements to pay any money I owe to any subsidized housing project.

Signatures:

The application must be signed by the applicant and each member of the household who is 16 years of age and older.

X _____
Applicant

X _____
Co-Applicant

X _____
Other Member (16 Years and Older)

X _____
Other Member (16 Years and Older)

X _____
Other Member (16 Years and Older)

X _____
Other Member (16 Years and Older)

Today's date: _____

SOCIAL SERVICES DEPARTMENT
HOUSING SERVICES
15 Victoria Avenue
2nd Floor, Box 7
BELLEVILLE, ONTARIO K8N 1Z5



Phone: 613.968.3465
Fax: 613.968.3197
Toll Free: 1.800.267.2804

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CONSENT FOR RELEASE OF INFORMATION

I/We _____ hereby give consent to
Print Full Name(s) of Applicant(s)

Hastings County Housing Services, to provide information to and/or receive
information from the **following person(s) or agencies:**

Applicant(s) Signature: _____

Date: _____

Witness: _____

Date: _____