



Application for **SENIOR** Housing Unit

Please follow these steps in order to successfully apply for Housing Services.

- 1)** Complete the application by printing only. You are also required to provide documentation to help determine your eligibility for Social Housing. (See attached income verification table). All household members are required to provide a copy of their birth certificate and visual verification of their social insurance number and photo ID.

- 2)** If you are a person that is a victim of violence and are applying for Special Priority Status you must complete a “Special Priority Status” form which is available from a local Kenora District Services Board office and attach the requested documentation.

- 3)** Submit your completed application by:
 - Mail:** Kenora District Services Board
211 Princess Street
DRYDEN, ON P8N 3L5

 - Fax:** 807-223-3397

OR drop off at your nearest Kenora District Services Board office in Dryden, Sioux Lookout or Kenora (addresses found on second last page of application).

IMPORTANT: If you have any problems while completing this application call the KDSB office at 1-800-461-5766 extension 2332 or 807-223-2100, extension 2332 between 8:00 am and 4:30 pm Monday to Friday for assistance.

NOTE: Personal information contained in this form or in attachments is collected and retained by KDSB in accordance with applicable legislation. KDSB will keep your information for a minimum of five years.

Once your application has been processed for eligibility, you will receive a confirmation letter. **Please ensure to contact KDSB should any of the information provided on your original application change.**

PLEASE KEEP THIS PAGE. DO NOT MAIL WITH YOUR APPLICATION.

This application form can be found under the Housing Services “How to Apply” section of the Integrated Services Access Site at www.kdsb.on.ca

What is Housing Services?

Housing Services is housing in which the government (subsidizes) helps you pay your rent. Housing Services is intended for households with low to moderate incomes, who may be unable to find suitable, affordable housing. Housing Services is not emergency housing. In most cases throughout the KDSB there is a waitlist for subsidized housing units. You must first submit an application for Housing Services. If you are eligible for Housing Services, your name will be placed chronologically on the wait list until a vacant unit becomes available and offered to you.

There are three types of subsidized housing providers: **Non-Profit Housing** is owned and managed by community based organizations. **Public Housing** is owned and operated by Kenora District Services Board. **Rent Supplement Program** – KDSB has entered into agreements with private rental landlords for units to be rented on a rent-geared-to-income basis to qualified applicants.

What is RGI Rent?

RGI is rent-geared-to-income and is provided by KDSB and housing providers located throughout the district. In a subsidized unit, your portion of the rent is 30% of your gross household monthly income.

What is Market Rent?

Also known as a “fair market rent”, market rent is the maximum amount a property can be rented for. The market rent is often set in accordance with the current market value. These rent amounts are established by community throughout the province on a yearly basis. There are different market rent amounts depending on the size of the unit. The availability of market rent units through our wait list is limited.

Who can apply for Housing Services?

You can apply if you can verify:

- One member of the household has to be 60 years of age or older.
- **You have the ability to live independently.**
- You and all members of the household are legal residents of Canada or refugee claimants.
- You and all members of the household do not owe money to a Housing Services Provider.
- You and all members of the household are not currently under an order of deportation, departure or exclusion to leave Canada.

I require a handicap unit due to a disability. How do I apply for one?

There are **limited** social housing providers that have wheelchair accessible units or units which are equipped with certain features for individuals with a handicap. If you require a handicap unit, please ensure you indicate this in the appropriate section of the application form and provide medical documentation from your physician to support the claim. You will be placed on the wait list accordingly for the next available handicap unit.

My situation/information has changed since my last application. What should I do?

You are required to report all changes to your application information within 10 days. Examples of changes could be, but are not limited to:

- Changes to address, phone number or message/contact number
- Changes in your household income
- Changes in family/household size

KDSB will also contact you by mail or phone approximately once per year to review your application/file for continued eligibility.

NOTE: Your name will be removed from the wait list if we cannot contact you or if you do not respond to our requests. Please ensure you keep your contact information up to date. You can do so by contacting the KDSB to notify them of your changes.

If you no longer want subsidized housing, please contact the KDSB office and you will be removed from the waitlist.

PLEASE REMEMBER TO PROVIDE A PERSON NAME AND PHONE NUMBER TO CONTACT IN YOUR ABSENCE.

I am currently involved in an abusive relationship with the person I live with. How will this affect my application for Housing Services?

If you are currently experiencing abuse from a person that you live with and need to move due to this abuse, you should apply for the Special Priority along with your application for Housing Services. In order to qualify for the special priority, you must complete a Request for Special Priority Form which is available from a local Kenora District Services Board office. You are also required to provide written, supporting documentation from a professional to verify your situation. This documentation must state that a member of your household has been:

- Subject to abuse from another individual
- The abusing individual resides with the abused member
- The abused member intends to permanently live apart from the abuser

If you have already separated from the abuser, you must apply for special priority status within three months from the date of separation.

NOTE: Special Priority rent-geared-to-income household member(s) are not required to pursue specified incomes if the pursuit of the income will place the member(s)'s personal safety at risk.

Can I choose where I want to live?

Yes. You must indicate your choice of locations on the application form in order for your application to be considered complete.

You are able to choose more than one location. Your name will be added to the wait list for each location of which you are eligible.

If at any time, you wish to update or change your requested locations, please contact your local KDSB office.

Can I choose the size of unit I want?

The size of unit (number of bedrooms) that you are offered will be determined by the size and composition of your household, according to the KDSB Local Occupancy Standards. To summarize the KDSB Local Occupancy Standards states the largest unit a household may be eligible for is as follows:

- One bedroom for spouses and same-sex partners
- One additional bedroom under the following specific circumstances:
 - a. a spouse requires a separate bedroom due to a disability or medical condition
 - b. a bedroom is required to store medical equipment
 - c. a bedroom is required to accommodate an individual who provides medical care to a member of the household

How will I be contacted when a unit becomes available? What happens next?

All offers for Housing Services are done by mail or phone and require your immediate response. It is very important that you communicate all contact information changes with KDSB as they occur. If you do not respond to an offer, the offer will be treated as a decline.

You have the option to accept or refuse a unit offered to you. Once you accept the unit of your choice, KDSB will calculate the amount of rent you will be required to pay. You will only be given a key to your residence once you have completed the signing of the lease and the provided payment of your first month's rent.

NOTE: Your **third** refusal of a rent-geared-to-income unit offer will result in your application being cancelled. Your name will also be removed from the waiting list. In the event of a future reapplication, you will be placed at the bottom of the waiting list.

I am currently on the waiting list for Housing Services. How long will I have to wait?

Your rank on the wait list primarily depends on the date your completed application was received. You will be offered a suitable unit as soon as one becomes available. The length of waiting time varies with each location and unit. Some locations have longer waiting lists than others which simply translates to a higher demand for that specific location and unit. Some locations have short waiting lists. Your patience is appreciated during the waiting period.

I have an application on file but I would like to add individual(s) onto my application. Do I have to do a new application?

Yes, you need to complete a new application but remember to mark in the box that this is an “ADD ON Application”.

PLEASE KEEP THESE PAGES-DO NOT MAIL WITH YOUR APPLICATION

If you require additional information regarding Housing Services, please refer to

INTEGRATED SERVICES ACCESS SITE www.kdsb.on.ca



Application for SENIOR Housing Unit

RGI

MARKET

Section 1: Primary Applicant Details

First Name: _____ Last Name: _____ Social Insurance Number _____ / _____ / _____

Date of Birth: _____ / _____ / _____ Sex: Male Female
Month Day Year

Address: _____

Mailing address _____

Street Number and Street _____ Apt./Unit No. _____

Town/City _____ Postal Code _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Status in Canada:

Canadian Citizen Landed Immigrant Refugee Claimant

Person to contact in your absence:

Name: _____ Telephone Number: (____) _____

Office Use Only:

Date Received: _____ Receptionist Initial _____

Arrears: No Yes If yes amount owing: _____ Housing Provider _____

Integrated Service Worker (Initial): _____ Waitlist Number: _____

Section 4: Income and Assets

“Income” means, all gross income, benefits and gains, of every kind and every source.

“Income-producing Assets” means, an asset from which actual interest or other payments are received.

“Non-income-producing Assets” means, assets, investments or holdings that are intended to increase in value and which do not generate regular income.

Detailed Summary of Income

GROSS MONTHLY INCOME (Before Deductions) must be provided for both the Applicant and the Co-applicant.

| Sources of Income | Applicant \$ Amount | Co-Applicant \$ Amount |
|--|------------------------|---------------------------|
| Old Age Security (OAS) | | |
| Federal Guaranteed Income Supplement (GIS) | | |
| Provincial Guaranteed Annual Income System (GAINS) | | |
| Canada Pension Plan (CPP) | | |
| Old Age Pension - Other Countries | | |
| Department of Veterans Affairs Allowance | | |
| War Pension - Other Countries | | |
| Private Pensions (Specify) | | |
| Employment Income(salary, overtime, bonuses, commissions) Include Employer Name and Attach Pay Stubs | | |
| WSIB - Workplace Safety & Insurance Board | | |
| Ontario Works / ODSP - Ontario Disability Support Plan | | |
| Alimony/Support | | |
| E.I. - Employment Insurance | | |
| Rent Revenue | | |
| Other Income (Specify) | | |
| Total Gross Monthly Income \$: | | |

Detailed Summary of Assets

| Income Producing Assets (Documentation Required) | Applicant \$ Amount | Co-Applicant \$ Amount |
|---|--------------------------------|-----------------------------------|
| Checking Account Balance | | |
| Savings Account Balance | | |
| Bonds, GIC's, Term Deposits, RRSP's, RIF's | | |
| Annuities, Shares, Stocks., Mutual Funds | | |
| Life Insurance Policies (interest earned & value) | | |
| Other (specify) | | |

| Non-Income Producing Assets (Documentation Required) | Applicant \$ Amount | Co-Applicant \$ Amount |
|---|--------------------------------|-----------------------------------|
| House | | |
| Cottage/Camp | | |
| Vacant Property | | |
| - Less outstanding mortgage | | |
| Business Assets (self-employment, franchise, etc.) | | |
| Monies owed to you (amounts over \$500) | | |
| Other Assets (Specify) | | |
| Total Assets: | | |

Have you or the co-applicant listed on this application transferred any assets in the last three years? Yes No If you answered "yes" please provide the details:

| Applicant or Co-applicant | Type of Asset | Person Transferred To | Date Transferred | Value of Asset Transferred |
|--|--------------------------|--------------------------------------|-----------------------------|---------------------------------------|
| | | | | |
| | | | | |
| | | | | |

Section 5: Housing Requirements

I/We currently live in or recently moved from an unsafe or abusive relationship. Yes No
If you check yes, additional information will be required, please contact a KDSB Office.

If you have a disability, what support services do you require to live independently?
Please specify:

I/We wish to apply for subsidized rent, Rent Geared to Income (RGI)


I/We are willing to pay Market Rent

I/We require a handicap unit (provide documentation)


Addition Comments or Information (Optional)

*****Please check all of the Units that you are interested in*****


KENORA

|  | HOUSING PROJECT | SERVICE PROVIDER | | BUILDING TYPE |
|--|---|--|------------------|--|
| | Parkview 630 Park Street | Kenora District Services Board | Elevators (2) | Six (6) Storey Complex 71 – 1 bedroom 1 – 2 bedroom |
| | Amethyst 1205 Heenan Place | Kenora District Services Board | Elevator | 2/3 Storey Walk Up 38 – 1 bedroom 1 – 2 bedroom |
| | Benedickson Court 450 Laurenson Lane | Kenora Municipal Non-Profit (RGI and Market) No Smoking | Elevator | Multi Storey 46 – 1 bedroom 29 – 2 bedroom |
| | Gardner House 610 Park Street | Kenora Municipal Non-Profit (RGI and Market) No Smoking | Elevator | Multi Storey 40 – 1 bedroom 10 – 2 bedroom |


KEEWATIN


|  | HOUSING PROJECT | SERVICE PROVIDER | | BUILDING TYPE |
|--|-----------------------------------|---|----------|---|
| | Park Place 809 Superior Street | Keewatin Non-Profit No Smoking | Elevator | 2 Storey 10 – 1 bedroom 4 – 2 bedroom |
| | Bay Terrace 301 Bay Street | Keewatin Non-Profit (RGI and Market) No Smoking | Elevator | 2 Storey 21 – 1 bedroom |


RED LAKE

|  | HOUSING PROJECT | SERVICE PROVIDER | | BUILDING TYPE |
|--|--|--------------------------------|------------------|--|
| | Follansbee 2 Goldshore Road | Kenora District Services Board | Elevator Lift | 2/3 Storey Walk-Up 20 – 1 bedroom |
| | George Aiken Manor 2 Discovery Road | Kenora District Services Board | Elevator Lift | 2/3 Storey Walk-Up 20 – 1 bedroom & 1 bedroom handicap |

MACHIN

|  | HOUSING PROJECT | SERVICE PROVIDER | | BUILDING TYPE |
|--|--|-----------------------------------|--|--|
| | Eagle River Friendship Terrace Eagle River | Machin Non-Profit (No Smoking) | | 1 Storey 8 – 1 bedroom |
| | Eagle View Terrace Willow Street | Machin Non-Profit (No Smoking) | | 2 Storey 10 – 1 bedroom, 2 – 2 bedroom |

| SIoux LOOKOUT | | | | |
|--|------------------------------------|--|------------------|--|
|  | HOUSING PROJECT | SERVICE PROVIDER | | BUILDING TYPE |
| | Patricia Plaza 30 Third Avenue | Kenora District Services Board | Elevator Lift | Combination Single Storey & (2) Storey Walk-Up 37 – 1 bedroom |
| | Sioux Towers 1 33 Third Avenue | Sioux Lookout Non-Profit (RGI and Market) No Smoking | Elevator | 3 Storey 14 – 1 bedroom, 6 – 2 bedroom |
| | Cole Terrace 62 Princess Street | Sioux Lookout Non-Profit (RGI and Market) | | 2 Storey Walk-Up 6 – 1 bedroom 6 – 2 bedroom |
| | Sioux Towers 2 35 Third Avenue | Sioux Lookout Non-Profit Handicap units (RGI and Market) | Elevator | 3 Storey 9 – 1 bedroom 3 – 2 bedroom |

| DRYDEN | | | | |
|---|-----------------|--------------------------------|------------------|---|
|  | HOUSING PROJECT | SERVICE PROVIDER | | BUILDING TYPE |
| | 330 Van Horne | Kenora District Services Board | Elevator Lift | Two Storey Walk-Up 41 – 1 bedroom |
| | 10 Victoria | Kenora District Services Board | Elevator | Two Storey Walk-Up 60 - 1 bedroom 1 - 2 bedroom |
| | 104 St Charles | Kenora District Services Board | | Single Storey 10 – 1 bedroom |
| | 108 St. Charles | Kenora District Services Board | | Two Storey Walk-Up 10 – 1 bedroom |

RELEASE AND CONSENT

FOR ALL MEMBERS OF HOUSEHOLD

1. I understand that there are laws that allow Kenora District Services Board to collect personal information about me.
2. I understand that the Kenora District Services Board will use the information I give them to see if I continue to qualify for rent-gearred-to-income assistance and to see how much assistance I am eligible for.
3. I allow Kenora District Services Board 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 Work Act, 1997*, the *Ontario Disability Support Program Act, 1997*, OR the *Child Care and Early Years Act, 2014*.
4. I allow Kenora District Services Board 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 Kenora District Services Board to give the information on this form and any attachment to any government or body with whom Kenora District Services Board 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-gearred-to-income assistance program.
6. I understand that any information on this form and any attachment to Kenora District Services Board to a body listed above is confidential and will only be given in accordance with the *Housing Services Act 2011* and associated regulations.
7. I understand that I am giving my consent and authorization to Kenora District Services Board to complete a credit check and complete landlord references.
8. I authorize Kenora District Services Board to make any inquiries that it deems necessary to verify the information given at the Annual Income and Household Composition or at any other time when a change occurs in either the income or household composition. I authorize any persons, corporation or any social agency having knowledge of any required information to release such information to Kenora District Services Board.

Signature required for all household members.

Member _____

Date _____

Member _____

Date _____

Family member, Agency or Support Person assisting with completing this document:

DECLARATION

FOR ALL MEMBERS OF HOUSEHOLD

1. I understand all information given on this application will belong to the Kenora District Services Board and will be forwarded to the Housing Services Providers which I have identified on this application.
2. I understand that only the persons listed on this application may reside with me in a Housing Services Unit.
3. I understand that KDSB will use the information given on this application to determine initial and ongoing eligibility for Housing Services and I agree to provide any additional information that may be required.
4. I do solemnly declare that I am a Canadian Citizen.
5. I do solemnly declare that all information I have given in this application is true and none of the information required has been knowingly withheld or omitted.
6. I understand that my application will be removed from the waiting list or my date of application changed if I refuse offers of accommodation.
7. I understand that I must contact the Kenora District Services Board with any changes to this application within 10 days of the change occurring. Failure to report changes may result in the cancellation of my application and removal from the Registry (wait list).
8. I understand that by signing this application, I am authorizing the Kenora District Services Board to contact my previous landlords.

Signature required of all household members

Member _____

Date _____

Member _____

Date _____

Family member, Agency or Support Person assisting with completing this document:

Personal information contained in this form or in attachments is collected by KDSB pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.M.56), Municipal Freedom of Information and Protection of Privacy Act and under the legal authority of the Housing Services Act. This information may be used to determine eligibility for housing applied to and the continuation of housing and may be further used for appropriate rent-geared-to-income charge.

CHECKLIST for SUBMITTING YOUR APPLICATION

We want to process your completed form as soon as we can. Be sure to complete the following:

| | |
|--|---|
| | All household members must sign the application form |
| | Answer all questions on the application form |
| | Did you answer the income question? (gross monthly income for all household members) |
| | Have you included copies of your income sources, banking accounts, current income tax and other documentation to determine eligibility? |
| | Have you told us about your Citizenship status in Canada? And provided SIN #s? Please ensure to provide copies of all birth certificates and visual verification of SIN #s with your application. |
| | Ensure you have completed the Residency History section including contact numbers. |
| | Include a copy of all supporting documents if you are applying for Special Priority Status. |
| | Check off at least one housing project that you are interested in, and as many housing projects as you choose. |

You may drop off your application at the following addresses:

| | | |
|--|------------------------------|---------------------------|
| KENORA DISTRICT SERVICES BOARD | | |
| OFFICE HOURS IN ALL LOCATIONS ARE: 8:00 A.M. TO 4:30 P.M. | | |
| KENORA | DRYDEN | SIOUX LOOKOUT |
| 120 Matheson Street S | 211 Princess Street | 64 King Street |
| Kenora, ON P9N 1T8 | Dryden, ON P8N 3L5 | Sioux Lookout, ON P8T 1B1 |
| PHONE: 807-468-5372 EXT 221 | PHONE: 807-223-2100 EXT 2332 | PHONE: 807-737-7117 |
| TOLL FREE: 1-888-767-2038 | TOLL FREE: 1-800-461-5766 | TOLL FREE: 1-888-737-2730 |
| FAX: 807-468-2828 | FAX: 807-223-3397 | FAX: 807-737-4889 |



INCOME VERIFICATION TABLE

| 1. | IDENTIFICATION | VERIFICATION REQUIRED |
|----|---|--|
| | a) Proof of Canadian: Citizenship, Permanent Resident Status or Refugee protection status | Birth certificate(s) or status card(s) for all members living in the household |
| | b) Social Insurance Number(s) | Visual verification of SIN Card(s) including Applicant & Co-Applicant member 16 years of age and older |
| 2. | ASSETS | VERIFICATION REQUIRED |
| | a) Bank Accounts | Up-to-date copies of one month's transactions of all bank books and/or statements including spouse & children |
| | b) RRSPs, GICs, RESPs, Investments | Up-to-date RRSP, RESP, GIC, Investment statements |
| | c) Bonds, Canada Savings Bonds | Actual Bonds or statement |
| | d) Properties – Principal Residence & Second Property | Confirmation of value of property, or real estate listing |
| | e) Life Insurance – Cash Surrender Value & Prepaid Funeral | Copy of Life Insurance policy & prepaid funeral statement |
| 3. | MONTHLY INCOME | VERIFICATION REQUIRED |
| | *Income Tax Return* and *Notice of Assessment* | Income Tax return and Notice of Assessment (from last year taxes) |
| | a) Pay stub(s) from employment* | Current, regular pay stub(s) showing gross pay and deductions for past 2 pays (one month of pay stubs) |
| | b) Self-employment Income | Previous year's personal and business income tax return and financial statements |
| | c) Employment Insurance (E.I) Income | Current E.I. pay stub |
| | d) Pension(s), WSIB, CPP, Private Pensions, etc. | Current stub – If you do not have a stub, you can call – 1-800-277-9914 to request your verification of income for your pensions that you receive from the government. You will need to have your social insurance number when you call. You just have to tell them that you need proof of income for your rent. |
| | e) O.S.A.P. Income | OSAP Assessment summary |
| | f) Child Support | Separation Agreement or Court Order |
| | g) Social Assistance, Ontario Works, ODSP | Applicant Case number |
| 4. | MONTHLY EXPENSES | VERIFICATION REQUIRED |
| | a) Support Payments | Separation agreement or court order & verification of support payments being made |

It is the responsibility of all Applicants to inform the KDSB who manages the waitlist of any changes in financial situation or household composition. Failure to do so may result in your application being cancelled and your name removed from the centralized waitlist.