



Application for **SENIOR** Housing Unit

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

- 1) Complete the application by printing or submitting by email. You are also required to provide documentation to help determine your eligibility for Social Housing. (See attached income verification table). All household members must also provide a copy of their birth certificate, 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

20 King Street

DRYDEN, ON P8N 1B3

Fax: 807-223-3397

Email: supportclerk@kdsb.on.ca

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 you keep KDSB up to date on any changes in your address or financial situation.**

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 approximately 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-gear-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”. We will keep your original application date on the waitlist.

Am I able to smoke in my unit?

Effective February 15, 2019, there will be no smoking permitted in any of Kenora District Services Board’s housing properties. This means that tenants and their visitors or guests will not be permitted to smoke in any of the rental units, on balconies or patios, common areas or anywhere else on the property. The smoke-free policy states that smoking or holding of any combustible or product that generates smoke or vapour (cigarettes, pipes, cigars, joints, vaping etc.) in the rental unit or on the residential property is prohibited. Cultural use of tobacco and medicinal cannabis will be the only exemptions to the smoke-free clause. Each property will have a designated outdoor area where smoking is permissible.

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 2: Co-applicant Details

First Name: _____ Last Name: _____ Social Insurance Number _____ / _____ / _____
 Date of Birth: _____ / _____ / _____ Sex: Male Female
 Month Day Year
 Relationship to Applicant: Spouse Other _____
 Address: Same as Applicants? Yes No If "no", give address:

 Mailing address _____

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

 Town/City _____ Postal Code _____
 Home Phone: (____)_____ Work Phone: (____)_____ Cell Phone: (____)_____

Status in Canada (check one):

Canadian Citizen Landed Immigrant Refugee Claimant

IF YOU ARE APPLYING FOR MARKET RENT, IT IS NOT NECESSARY TO COMPLETE SECTION 3 OR 4 OF THIS APPLICATION. PLEASE ANSWER QUESTIONS IN SECTION 5 AND SIGN THE DECLARATION, RELEASE AND CONSENT TO INFORMATION.

Section 3: Previous Subsidized Tenancy and Residence History

Do you own the home you live in? Yes No If yes attach a copy of your property tax.

Have you lived in subsidized housing? Yes No

If yes please list landlord, addresses and occupancy dates.

Applicant Or Co-applicant	Landlord	Address	Move In Date	Move Out Date

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 Rent-Geared-to-Income/No Smoking	Elevators (2)	Six (6) Storey Complex 70 – 1 bedroom 1 – 2 bedroom 1 – 1 bedroom modified
	Amethyst 1205 Heenan Place	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Elevator	2/3 Storey Walk Up 38 – 1 bedroom 1 – 2 bedroom
	Benedickson Court 450 Laurenson Lane	Kenora Municipal Non-Profit Rent-Geared-to-Income/Market Rent/No Smoking	Elevator	Multi Storey 46 – 1 bedroom 29 – 2 bedroom
	Gardner House 610 Park Street	Kenora Municipal Non-Profit Rent-Geared-to-Income/Market Rent/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 Rent-Geared-to-Income/No Smoking	Elevator	2 Storey 10 – 1 bedroom 4 – 2 bedroom
	Bay Terrace 301 Bay Street	Keewatin Non-Profit Rent-Geared-to-Income/Market Rent/No Smoking	Elevator	2 Storey 21 – 1 bedroom


RED LAKE

	HOUSING PROJECT	SERVICE PROVIDER		BUILDING TYPE
	Follansbee 2 Goldshore Road	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Elevator Lift	2/3 Storey Walk-Up 20 – 1 bedroom
	George Aiken Manor 2 Discovery Road	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Elevator Lift	2/3 Storey Walk-Up 20 – 1 bedroom 1 – 1 bedroom handicap

MACHIN

	HOUSING PROJECT	SERVICE PROVIDER		BUILDING TYPE
	Eagle River Friendship Terrace Eagle River	Machin Non-Profit Rent-Geared-to-Income/Market Rent/No Smoking		1 Storey 8 – 1 bedroom
	Eagle View Terrace Willow Street	Machin Non-Profit Rent-Geared-to-Income/Market Rent/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 Rent-Geared-to-Income/No Smoking	Elevator Lift	Combination Single Storey & (2) Storey Walk-Up 37 – 1 bedroom
	Sioux Towers 1 33 Third Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/Market Rent/No Smoking	Elevator	3 Storey 14 – 1 bedroom 6 – 2 bedroom
	Cole Terrace 62 Princess Street	Sioux Lookout Non-Profit Rent-Geared-to-Income/Market Rent/No Smoking		2 Storey Walk-Up 6 – 1 bedroom 6 – 2 bedroom
	Sioux Towers 2 35 Third Avenue	Sioux Lookout Non-Profit Handicap units Rent-Geared-to-Income/Market Rent/No Smoking	Elevator	3 Storey 9 – 1 bedroom 3 – 2 bedroom

DRYDEN				
	HOUSING PROJECT	SERVICE PROVIDER		BUILDING TYPE
	330 Van Horne Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Elevator Lift	Two Storey Walk-Up 39 – 1 bedroom 1 – 1 bedroom modified 1 – 1 bedroom handicap
	10 Victoria Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Elevator	Two Storey Walk-Up 60 - 1 bedroom 1 - 2 bedroom modified
	104 St Charles Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Storey 10 – 1 bedroom
	108 St. Charles Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Two Storey Walk-Up 9 – 1 bedroom 1 – 1 bedroom modified

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 effective February 15, 2019, Kenora District Services Board has implemented a smoke-free policy. I understand that I am prohibited from smoking or holding any combustible or product that generates smoke or vapour (cigarettes, pipes, cigars, joints, vaping etc.) in the rental unit or on the residential property in any of the rental units, on balconies or patios, common areas or anywhere else on the property.
9. 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 SIN cards 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	20 King Street	64 King Street
Kenora, ON P9N 1T8	Dryden, ON P8N 1B3	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)	S.I.N. 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.