

Application for **SINGLE, COUPLE** or **FAMILY** Housing Unit Rent Geared-to-Income, Affordable, and Market Rent

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 and assets verification table). All household members must also provide a copy of their birth certificate (all) and photo ID (adults only).
- 2) Ensure all persons who are 16 years old and over, and who will be living with you, sign and date this application.
- 3) If you are a person in an abusive relationship and are applying for Special Priority Status, you must complete a “Special Priority Placement” form which is available from a local Kenora District Services Board office and attach the requested documentation.
- 4) If you are applying due to homelessness, you must provide supporting documentation from a third-party agency to verify.

- 5) Submit your completed application by:

Mail: Kenora District Services Board
20 King Street, Dryden, Ontario, P8N 1B3
Fax: 1-807-223-3397
Email: supportclerk@kdsb.on.ca

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

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

NOTE: Personal information contained in this form or in attachments is collected and retained by the KDSB in accordance with applicable legislation. The KDSB will keep your information for a minimum of five (5) years.

Once your application has been processed for eligibility, you will receive a confirmation letter. **Please ensure to contact the 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) or 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 the Kenora District Services Board. **Rent Supplement Program** – The 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 the KDSB and housing providers located throughout the district. In a subsidized unit, your portion of the rent is **30% of your adjusted net household income as per your notice of assessment for the relevant taxation year**. If you are accessing social assistance, rent is calculated based on OW/ODSP Rent Scale.

What is Affordable Rent?

Affordable rental housing are housing rents that are set at 80% of the average market rental rates of the community (AMR). The total monthly rent (including heat, hydro, and hot water, excluding parking) is at or below the average market rent (AMR) by unit type, and community within the district, as reported each year by the Canada Mortgage and Housing Corporation (CMHC).

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:

- You are at least 16 years old.
- 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 an accessible 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 an accessibility need. If you require an accessible 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 accessible 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 ten (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

The 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'S 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 in your household.
- The abusing individual resides with the abused member within the last 3 months.
- The abused member intends to permanently live apart from the abuser.

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 (1) 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 complete a Housing Services Project Listing Update Form. This form must be completed and forwarded to the KDSB in order to update your file.

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 (1) bedroom for spouses and same-sex partners
- One (1) bedroom for each additional member of the household, and
- One (1) 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.
 - d) A member of the household is pregnant.
 - e) A member has joint custody of a child who needs overnight accommodations.

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

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

You have the option to accept or refuse a unit offered to you. Once you accept the unit of your choice, the 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: If you refuse an offer of a rent-geared-to-income, this will result in your **application being cancelled** from the waitlist.

I am currently on the wait 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 wait lists than others, which simply translates to a higher demand for that specific location and unit. Some locations have shorter wait 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 the 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 vapor (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.

Do I need to purchase Tenant (Renter's) Insurance?

Effective May 1, 2021, **it is mandatory for all tenants to purchase their own tenant insurance coverage** to ensure against loss or damage of property, or all cost of any claims against the tenant for damages to the tenant's unit or injury to other people.

PLEASE KEEP PAGES 1 – 5.

DO NOT MAIL WITH YOUR APPLICATION.

If you require additional information regarding Housing Services, please refer to Our Services "Integrated Social Services" section of our website at www.kdsb.on.ca.



Application for **SINGLE, COUPLE** or **FAMILY** Housing Unit

Rent Geared-to-Income, Affordable, and Market Rent

New Application ADD ON Application

Section 1: Primary Applicant Details

First Name: _____	Last Name: _____	Social Insurance Number: _____ / _____ / _____
Date of Birth: _____ / _____ / _____ Month Day Year		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address: _____		
Mailing Address _____		
Street Number and Street _____		Apt./Unit No. _____
Town/City _____		Postal Code _____
Home Phone: (____) _____		Work Phone: (____) _____
Cell Phone: (____) _____		Email: _____
Status in Canada (please check one): <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant		
<input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Aboriginal Status # _____		
Person to contact in your absence:		
Name: _____		Telephone Number: (____) _____

OFFICE USE ONLY:	
Date Received: _____	Application ID: _____
Arrears: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, amount owing: _____
Housing Provider: _____	
Integrated Service Worker Initial: _____	Support Clerk Initial: _____

Section 2: Co-applicant Details

First Name: _____	Last Name: _____	Social Insurance Number: _____ / _____ / _____
Date of Birth: _____ / _____ / _____ Month Day Year	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Relationship to Applicant: <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Friend <input type="checkbox"/> Other		
Address: Same as Applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide address: _____		
Mailing Address		
Street Number and Street _____		Apt./Unit No. _____
Town/City _____		Postal Code _____
Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____		
Status in Canada (please check one): <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant		
<input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Aboriginal Status # _____		

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 3.a.) Reason for Applying for Housing

<input type="checkbox"/> Special Priority (SPP)	<input type="checkbox"/> Subsidy (RGI)	<input type="checkbox"/> Homeless	<input type="checkbox"/> Family Change
<input type="checkbox"/> Senior Housing	<input type="checkbox"/> Market Rent	<input type="checkbox"/> Accessible (Special Needs)	
<input type="checkbox"/> Affordable Rent	<input type="checkbox"/> Other: _____		

Section 4: Other Household Members to Live in Housing Unit

(Please include only those who will live with you and who will not be leaseholders).

*** If you have shared custody of your child(ren) a copy of the custody order or letter stating overnight visitation rights is required. Please attach this information to your application.**

**** If your child(ren) are currently in the care of an agency or relative and you require suitable housing for your children to be returned to your care, please attach a letter from the agency or relative stating that the child(ren) will be returned to you once suitable housing is obtained.**

***** If additional space is required, please copy this page, and add additional Household Members.**

<p>1) First Name: _____ Last Name: _____ Social Insurance Number: _____ / _____ / _____</p> <p>Date of Birth: _____ / _____ / _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <small>Month Day Year</small></p> <p>Relationship to Applicant: <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Friend</p> <p>Is the address the same as the applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____</p>
<p>2) First Name: _____ Last Name: _____ Social Insurance Number: _____ / _____ / _____</p> <p>Date of Birth: _____ / _____ / _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <small>Month Day Year</small></p> <p>Relationship to Applicant: <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Friend</p> <p>Is the address the same as the applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____</p>
<p>3) First Name: _____ Last Name: _____ Social Insurance Number: _____ / _____ / _____</p> <p>Date of Birth: _____ / _____ / _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <small>Month Day Year</small></p> <p>Relationship to Applicant: <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Friend</p> <p>Is the address the same as the applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____</p>
<p>4) First Name: _____ Last Name: _____ Social Insurance Number: _____ / _____ / _____</p> <p>Date of Birth: _____ / _____ / _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <small>Month Day Year</small></p> <p>Relationship to Applicant: <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Friend</p> <p>Is the address the same as the applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____</p>

Is a baby expected? Yes No If yes, what is the due date? _____

Section 5: Income and Assets

“Income” means, all net 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.

Copies of your current Notice of Assessment (NOA) from Revenue Canada are required to be eligible for RGI and Affordable Rental housing.

Detailed Summary of Income

NET MONTHLY INCOME must be provided for each household member 16 years of age or older. Please attach additional sheets as required.

Sources of Income (Net monthly) (Documentation required for all sources of income)	Applicant \$ Amount	Co-Applicant \$ Amount	Household Member \$ Amount
Notice of Assessment from Revenue Canada			
Pay Stub(s) from Employment			
Self-Employment Income			
Employment Insurance (E.I.) Income			
Pension(s), WSIB, CPP, Private Pensions, etc.			
Social Assistance, Ontario Works, ODSP			
Total Net Monthly Income \$			

Household Assets must be declared to be eligible for RGI and Affordable Rental housing.

Detailed Summary of Assets

Assets (Documentation and value of assets for all members of the household required)	Applicant \$ Amount	Co-Applicant \$ Amount	Household Member \$ Amount
Real Estate Equity (The value of the property as determined by the current MPAC assessment, minus the amount of any mortgage(s) owing and any balances owed on loans/lines of credit secured against the property) (Includes residential and non-residential properties) (Includes property in Canada and in other countries)			
Business Related Assets (Assets of a member of the household that are necessary to the operation of a business that a member operates or has an interest in and are not specially excluded) (ie. Business related bank accounts, vehicles, licenses, property, etc.)			
Life Insurance (Over \$100,000 for the household)			
Bank Accounts (ie. Savings and Chequing accounts, Tax Free Saving accounts, Overseas or foreign account)			
Value of 2nd or more Personal Vehicle (Market value minus any amount owing)			
Investments (ie. Stocks and Bonds, Term Deposits, Guaranteed Investment Certificates, Mutual funds, Overseas or Foreign Investments, Tax-Free Savings Accounts)			
Trust Fund for a person with a disability, over \$100,000 (The capital in the trust fund must come from an inheritance or a life insurance payment)			
Total Assets \$			

Section 6: 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 the KDSB Office.**

Please provide a **safe mailing address**:

If you or anyone in your household have a disability, what support services do you require to live independently? Please explain:

Are you currently in a homeless situation? Yes No

*** If you check yes, you need to provide verification from a third-party agency.**

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

I/We wish to apply for Affordable Rent

I/We are willing to pay Market Rent (based on availability)

I/We require an accessible unit (provide documentation)

Additional Comments or Information (Optional)

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

KENORA – SINGLE, COUPLE OR FAMILY UNITS				
<input checked="" type="checkbox"/>	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	Trillium Apartments 1225 Heenan Place	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Single Non-Elderly	2 Storey Walk-Up 16 – bachelor 6 – 1 bedroom
<input type="checkbox"/>	Drewry Drive 27 & 33 Drewry Drive	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 2 – 3 bedroom
<input type="checkbox"/>	Heenan Place 1211–1218 & 1220–1230 Heenan Place	Kenora District Services Board Rent-Geared-to-Income/No Smoking		1 & 2 Storey Semi-Detached 2 – 2 bedroom 8 – 3 bedroom 4 – 4 bedroom
<input type="checkbox"/>	Minto 1130 & 1132 Minto Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 2 – 3 bedroom
<input type="checkbox"/>	Minto Avenue and Minto Bay 1151, 1161, 1171, 1181, 1209, 1233, 1235, 1237 & 1239 Minto Avenue 306–309 Minto Bay	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey – Row Housing & Semi-Detached 12 – 2 bedroom 20 – 3 bedroom 4 – 4 bedroom
<input type="checkbox"/>	Lakeside 801 6 th Avenue South	Kenora District Services Board Affordable Housing/No Smoking		2 Storey 6–Plex 2 – bachelor 2 – 1 bedroom 1 – 2 bedroom 1 – 3 bedroom
<input type="checkbox"/>	Norwood Place 1208 Heenan Place	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Apartment 6 – 1 bedroom 10 – 2 bedroom
<input type="checkbox"/>	Granite Court 2/4, 8, 12/14, 15/17, 18/20, 21/23 & 24 Granite Court	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Duplex (12 Units) 10 – 3 bedroom 2 – 4 bedroom
<input type="checkbox"/>	Gertie 17–27 Gerald Street and 1920–1930 9 th Street North	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Family Dwelling 6 – 3 bedroom 4 – 4 bedroom
<input type="checkbox"/>	Kay Street 60 A/B Kay Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Family Dwelling 2 – 3 bedroom
<input type="checkbox"/>	MacDonnell 7 A/B MacDonnell Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Family Dwelling 2 – 3 bedroom
<input type="checkbox"/>	Woods Drive 4 & 8 Woods Drive	Kenora District Services Board Rent-Geared-to-Income/No Smoking		10 – 1 bedroom
<input type="checkbox"/>	Pine Portage Road 1517/1519, 1521/1523, 1525/1527 & 1529/1531 Pine Portage Road	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Family Dwelling 8 – 3 bedroom

<input type="checkbox"/>	Amethyst Street 67 & 69 Amethyst Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Duplex 2 – 3 bedroom
<input type="checkbox"/>	Fourth Avenue South 889/891 & 893/895 4 th Avenue South	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Family Dwelling 4 – 3 bedroom
<input type="checkbox"/>	Matheson Studios 10 Matheson Street	Kenora District Services Board Affordable Housing/No Smoking		2 Storey Walk-Up 20 – Bachelor units
<input type="checkbox"/>	Henesy Terrace 14 Woods Drive <i>Henesy Board Approval – Secondary application required to meet the requirements of supportive services</i> CSI-NW-APPLICATION-supportive-housing-and-outreach-services.pdf (csinw.ca)	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Accessible Units	8 – 1 bedroom 5 – 2 bedroom
<input type="checkbox"/>	Maples Apartments 512 Ottawa Street (Keewatin)	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Walk-Up 20 – 1 bedroom
<input type="checkbox"/>	Various Locations in Kenora	Rent Supplement Program Rent-Geared-to-Income/No Smoking		Mixture of 1, 2 & 3 bedroom

AAMIKKOWIISH – KENORA – COUPLE OR FAMILY UNITS

<input checked="" type="checkbox"/>	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	Various Locations	Aamikkowiish Rent-Geared-to-Income/No Smoking		20 Scattered Detached Houses & 3 Duplexes 1 – 2 bedroom 20 – 3 bedroom 3 – 4 bedroom
<input type="checkbox"/>	Transitional Complex	Aamikkowiish Special Priority (SPP) only		7 – 2 bedroom

MACHIN – SINGLE, COUPLE OR FAMILY UNITS

<input checked="" type="checkbox"/>	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	Primrose Family Housing 20–38 Primrose Street (Vermilion Bay)	Kenora District Services Board Rent-Geared-to-Income/Market Rent /No Smoking		2 Storey Semi-Detached 4 – 2 bedroom 5 – 3 bedroom 1 – 4 bedroom

DRYDEN – SINGLE, COUPLE OR FAMILY UNITS

<input checked="" type="checkbox"/>	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	Arthur Street 296 Arthur Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Townhouse 2 – 2 bedroom 8 – 3 bedroom 2 – 4 bedroom
<input type="checkbox"/>	Cecil Avenue/Ingall Drive 182 & 184 Cecil Avenue 37 & 39 Ingall Drive	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 2 – 2 bedroom 2 – 4 bedroom
<input type="checkbox"/>	Memorial Avenue 169 Memorial Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Townhouse 15 – 2 bedroom


<input type="checkbox"/>	First Street 127 & 141 1 st Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Row Housing 2 Accessible – 1 bedroom 5 – 1 bedroom 12 – 2 bedroom 2 – 3 bedroom
<input type="checkbox"/>	Swanson Street 16, 18, 19, 20, 21 & 22 Swanson Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 2 Accessible – 2 bedroom 4 – 3 bedroom
<input type="checkbox"/>	Orvis Street 108 Orvis Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Row Housing 6 – 3 bedroom
<input type="checkbox"/>	Maple Court	Hoshizaki House Non-Profit Rent-Geared-to-Income/No Smoking		Apartment 6 – 2 bedroom 4 – 3 bedroom
<input type="checkbox"/>	Various Locations in Dryden	Rent Supplement Program Rent-Geared-to-Income/No Smoking	Single & Families	1, 2 & 3 bedroom

EAR FALLS – SINGLE, COUPLE OR FAMILY UNITS

<input checked="" type="checkbox"/>	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	Sunset Leisure Place 35 Sumac Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking	Single Non-Elderly	1 Storey Apartment 20 – 1 bedroom
<input type="checkbox"/>	Pine and Poplar 23–49 Pine Street 3–13 Poplar Avenue	Kenora District Services Board Rent-Geared-to-Income/Market Rent /No Smoking		1 & 2 Storey Semi- Detached 4 – 2 bedroom 16 – 3 bedroom
<input type="checkbox"/>	Birch Drive 42–84 Birch Drive	Kenora District Services Board Rent-Geared-to-Income/Market Rent /No Smoking		1 Storey Semi-Detached 4 – 2 bedroom 14 – 3 bedroom 2 – 4 bedroom

RED LAKE – SINGLE, COUPLE OR FAMILY UNITS

<input checked="" type="checkbox"/>	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	9 Howey Bay Road	Red Lake Municipal Non-Profit Rent-Geared-to-Income/No Smoking		Townhouses & Duplexes 17– 2 bedroom 7– 3 bedroom
<input type="checkbox"/>	10 Summers Road	Red Lake Municipal Non-Profit Rent-Geared-to-Income/No Smoking	Single Non-Elderly	2 Storey Building 8 – Bachelor 11 – 1 bedroom 1 – 2 bedroom
<input type="checkbox"/>	Red Lake Families 9 A/B & 58 A/B Goldshore Road, 201 A/B & 204 A/B Hammel Road & 295 A/B Howey Street	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 8 – 4 bedroom 2 – 5 bedroom
<input type="checkbox"/>	220 Howey Street	Kenora District Services Board Rent Geared-to-income/No Smoking	Single Non-Elderly	2 – 1 bedroom Transitional Units (RLAES)

SIOUX LOOKOUT – SINGLE, COUPLE OR FAMILY UNITS				
	HOUSING PROJECT	SERVICE PROVIDER	OTHER	BUILDING TYPE
<input type="checkbox"/>	Second and Third Avenue 50, 51, 52, 59 & 61 2 nd Avenue 50 3 rd Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking		Single Family Dwelling 6 – 4 bedroom
<input type="checkbox"/>	Third Avenue 54, 54 ½, 56, 56 ½, 58 & 58 ½ 3 rd Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 4 – 3 bedroom 2 – 4 bedroom
<input type="checkbox"/>	Seventh Avenue 27 A/B, 29 A/B, 33 A/B, 41 A/B & 51 A/B 7 th Avenue	Kenora District Services Board Rent-Geared-to-Income/No Smoking		1 & 2 Storey Semi- Detached 1 Accessible – 2 bedroom 2 – 2 bedroom 3 – 3 bedroom 4 – 4 bedroom
<input type="checkbox"/>	Uren Court 40 Third Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		3 Storey Family Complex 1 – bachelor 2 – 1 bedroom 10 – 2 bedroom
<input type="checkbox"/>	10-Unit Project 56, 58 & 60 First Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		2 Storey Row Housing & Fourplex 3 – 2 bedroom 6 – 3 bedroom 1 – 4 bedroom
<input type="checkbox"/>	12-Unit Project 28, 30, 32, 34, 36 & 45 7 th Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 12 – 3 bedroom
<input type="checkbox"/>	First and Seventh Avenue 80, 84 & 88 1 st Avenue 40, 42, 44 & 46 7 th Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		2 Storey Semi-Detached 2 – 2 bedroom 10 – 3 bedroom 2 – 4 bedroom
<input type="checkbox"/>	8-Unit Singles 64 First Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		2 Storey Family Complex 1 Accessible – 1 bedroom 7 – 1 bedroom
<input type="checkbox"/>	Hakala Place 72 & 74 First Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		2 Storey Row Housing (2 – 7 Unit) 5 – 2 bedroom 6 – 3 bedroom 3 – 4 bedroom
<input type="checkbox"/>	Pierson Manor 42 Third Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking		3 Storey Family Complex 1 – bachelor 2 – 1 bedroom 10 – 2 bedroom
<input type="checkbox"/>	Sutton Place 38 Third Avenue	Sioux Lookout Non-Profit Rent-Geared-to-Income/No Smoking	Elevator	3 Storey Family Complex 5 – 1 bedroom 21 – 2 bedroom
<input type="checkbox"/>	Various Locations In Sioux Lookout	Rent Supplement Program Rent-Geared-to-Income/No Smoking	Single & Families	1, 2, 3, & 4 bedroom

RELEASE AND CONSENT – FOR ALL MEMBERS OF HOUSEHOLD OVER 16 YEARS OF AGE

1. I understand that there are laws that allow the 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-geared-to-income assistance and to see how much assistance I am eligible for.
3. I allow the 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 the 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 the Kenora District Services Board to give the information on this form and any attachment to any government or body with whom the 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-geared-to-income assistance program.
6. I understand that any information on this form and any attachment to the 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 the Kenora District Services Board to complete a credit check and complete landlord references.
8. I authorize the Kenora District Services Board to make any inquiries that it deems necessary to verify the information given at the Annual Income and Household Composition. Review and 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 the Kenora District Services Board.

A signature is required for all household members 16 years of age and older.

Member _____

Date _____

Member _____

Date _____

Member _____

Date _____

Member _____

Date _____

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

DECLARATION – DECLARATION FOR ALL MEMBERS OF HOUSEHOLD OVER 16 YEARS OF AGE

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 person(s) listed on this application may reside with me in a Housing Services Unit.
3. I understand that the Kenora District Services Board 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 will change if I refuse an offer of accommodation.
7. I understand that I must contact the Kenora District Services Board with any changes to this application within ten (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, the 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.
10. Effective May 1, 2021, it is mandatory for all tenants to purchase their own tenant insurance coverage to insure against loss or damage of property, or the cost of any claims against the tenant for damages to the tenant’s unit or injury to other people.

A signature is required by all household members 16 years of age and older.

Member _____

Date _____

Member _____

Date _____

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 the Kenora District Services Board 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 16 years of age and older must sign the application form.
	Answer all questions on the application form.
	Did you answer the income question? (Net monthly income for all household members).
	Have you included your latest Notice of Assessment from Revenue Canada to determine your eligibility?
	Have you told us about your Citizenship status in Canada? Please ensure to provide copies of all birth certificates with your application.
	Ensure you have completed the Residency History section including contact numbers.
	Include a copy of all joint custody agreements or legal documents for visitation (if applicable).
	Include a copy of all supporting documents if you are applying for Special Priority Placement.
	Check off at least one (1) 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 AM TO 4:30 PM	
DRYDEN	KENORA
20 King Street Dryden, ON, P8N 1B3 Telephone: (807) 223-2100 Toll Free: 1-800-461-5766 Fax: (807) 223-3397	120 Matheson Street South Kenora, ON, P9N 1T8 Telephone: (807) 468-5372 Toll Free: 1-888-767-2038 Fax: (807) 468-2828
RED LAKE	SIOUX LOOKOUT
PO Box 214 210 Howey Steet Red Lake, ON, P0V 2M0 Telephone: (807) 727-2312 Toll Free: 1-800-461-5766 Fax: (807) 727-3411	PO Box 609 64 King Street Sioux Lookout, ON, P8T 1B1 Telephone: (807) 737-7117 Toll Free: 1-888-737-2730 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
2.	ASSETS	VERIFICATION REQUIRED
	a) Properties – Principal Residence, Second Property, property in Canada or other countries	Confirmation of value of property, or real estate listing
	b) Bank accounts – Savings, Chequing, Tax Free Savings, Overseas or Foreign Accounts	Bank statements showing the account balance for all accounts
	c) Investments – Stocks, Bonds, Term Deposits, Mutual Funds	Copy of a stock certificate, Bank statements showing the amount of the investment, T5 and T3's tax slips
	d) Life Insurance (over \$100,000) Trust Fund (over \$100,000)	Life Insurance policy Trust Fund documents
	e) Value of 2 nd or more vehicle	Loan documents or book value of vehicle
	f) Business Related Assets – Business Bank Accounts, Vehicles, Property, etc.	Financial statements, Income taxes, Insurance documents
3.	ANNUAL INCOME	VERIFICATION REQUIRED
	Notice of Assessment	Income Tax return and Notice of Assessment (from last year taxes)
	a) Pay Stub(S) frm Employment *	Current, regular pay stub(s) showing net 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.	Statement of Verification
e) Social Assistance, Ontario Works, ODSP	Applicant Case Number	

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.