

**APPLICATION FOR McVITTIE PLACE | 102 PINE STREET, BRACEBRIDGE, ONTARIO**

Please return your completed application by mail, in person, or by fax, to The District Municipality of Muskoka.

**MAIL:** Attention: Housing, 70 Pine Street, Bracebridge, Ontario P1L 1N3

**IN PERSON:** 70 Pine Street, Bracebridge, Ontario P1L 1N3

**FAX:** Attention: Housing, (705) 645-4272

For further information, please contact us at (705) 645-2412, ext.4280.

**PLEASE BE AWARE** – The District is introducing a smoke free policy to all social housing buildings. This will improve air quality and reduce the risk of fire.

**Affordable Housing Program General Information:**

- The District Municipality of Muskoka (Muskoka) operates McVittie Place at 102 Pine Street, Bracebridge under the Canada-Ontario Affordable Housing Program.
- Rents are set at 20% below the average market rents for the area, as established by the Canada Mortgage and Housing Corporation. The amount of your rent will be included in any offer of accommodation you receive from us. Additionally, you will pay for utilities directly to suppliers.
- Until at least 2021, rents will increase once a year at the rate set annually by The Province of Ontario for all rental units.
- The building will house seniors. Therefore, at least one partner must be 65 years of age or older at the time of move in.
- All applicants must be residents of Ontario.
- All applicants must have residential status in Canada.
- Income testing is done at move in only. This building was established through the Canada-Ontario Affordable Housing Program, and as such, applicants' income must be below the applicable income limits set by the Ministry of Municipal Affairs and Housing.
- Tenant selection will be done on a first come, first serve basis for all eligible applicants. Applications will be date and time stamped when they are deemed to be complete (all necessary information has been supplied) and when it has been determined that the household meets all of the criteria noted above. A chronological wait list will be maintained.
- Applicants for barrier-free units must provide a statement from their health care provider that establishes their need for the modifications.
- Muskoka requires that all tenants carry Tenant Insurance and proof of this insurance must be provided.
- It is a requirement that tenants of McVittie Place are able to live independently. If support services are required, the tenant will be responsible for arranging and paying for these services.

- Reserved parking is available for tenants, who are charged a monthly fee for a designated spot, as long as spaces are available. All vehicles must be in good running order and currently licenced. Owners are responsible to move vehicles as and when required for snow removal, etc.
- If mail sent to the applicant’s address provided is returned, or phone numbers provided are not in service, this application form will no longer be considered valid. Please be sure to notify Muskoka if your information changes, or if you no longer wish to be considered for housing.

**McVittie Place – Inventory of Apartments**

Size	Number of Units at McVittie Place
1 Bedroom	67
2 Bedroom	3
1 Bedroom (Barrier Free)	7
2 Bedroom (Barrier Free)	3

**McVittie Place – Features:**

Muskoka Room | Activity Rooms on each floor | Parlour | Laundry Facilities Onsite | Covered Verandah  
 Two Elevators | Rooftop Terrace | Adjacent to Rotary Gardens | Outdoor Parking



**MCVITTIE PLACE - Applicant(s) Information:**

Main Applicant			Second Applicant (if applicable)		
Name			Name		
			Relationship to Applicant		
Date of Birth (Month/Day/Year)			Date of Birth (Month/Day/Year)		
Street Address			Street Address		
City	Province	Postal Code	City	Province	Postal Code
Mailing Address if different from above			Mailing Address if different from above		
Home Phone		Alternate Phone	Home Phone		Alternate Phone
Status in Canada (Canadian Citizen or Landed Immigrant)			Status in Canada (Canadian Citizen or Landed Immigrant)		
Amount shown on Line 150 of most recent Notice of Assessment			Amount shown on Line 150 of most recent Notice of Assessment		
Has your income changed since the last taxation year? (Please provide amount and explanation)			Has your income changed since the last taxation year? (Please provide amount and explanation)		
Please provide an explanation for any significant income changes since the last taxation year			Please provide an explanation for any significant income changes since the last taxation year		
Do you need a barrier free apartment?			Do you need a barrier free apartment?		
Please provide a list of current household assets and their value			Please provide a list of current household assets and their value		
Vehicle Information (Make, Model, Year)			Vehicle Information (Make, Model, Year)		
Emergency Contact Information (Name, Address, Phone Number)			Emergency Contact Information (Name, Address, Phone Number)		

**Please indicate your unit size preference:**

1 Bedroom

2 Bedroom

**Applicant Checklist:**

Please review the following checklist for documents applicable to your situation, and include copies with your application. Applications without all required documentation cannot be processed.

**Proof of Household Income**

- Most recent Notice of Assessment from Canada Revenue Agency for all Household Members.
- If your income has changed significantly since the last taxation year, please provide documents which detail the change.

**Acceptable Proof of Citizenship/Current Address**

- Birth Certificate for Canadian Citizens or Landed Immigrant papers (Citizenship Verification)
- Picture identification or other document (ie utility bill, driver’s licence) that includes your name and your current address (Current Address Verification)

**Acceptable Proof of Need for Barrier Free Unit**

- Letter from Doctor or other health care provider that verifies the need for barrier free accommodation.

All information you share with The District Municipality of Muskoka (Muskoka) is kept confidential and used for the sole purpose of the administration of programs. Muskoka has a duty by law, without notification, to disclose confidential information to:

- Family Youth and Children’s Services Muskoka when there is suspected child abuse and/or neglect
- Court Authorities when staff or records are court ordered or subpoenaed
- Authorities if there is evidence or risk of harm to self or others.

Personal Information is collected under the authority of the Municipal Freedom of Information and Protection and Electronic Documents Act, S.C. 2000, c.5 (PIPEDA). Questions about the collection and disclosure of personal information should be directed to The District Municipality of Muskoka.

**Agreement**

I/We have read the above:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration**

I/We hereby certify that all statements made in this application are true and I/We agree that the information provided is current and complete. I/We acknowledge that I/We are responsible to inform The District Municipality of Muskoka of any changes to this application within 30 days.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_