

APPLICATION FOR CONDOMINIUM

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. 4960.

Affordable Housing Program General Information:

- The District Municipality of Muskoka (The District) operates two affordable housing condominiums
 - They are smoke free units.
 - Rent is 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 confirmed in any offer of accommodation you receive from us. Additionally, you will pay for hydro directly to the supplier.
 - Rent will increase once a year at the rate set annually by The Province of Ontario.
 - This condominium unit is a two bedroom unit.
 - All applicants must have residential status in Canada.
 - Income and asset level testing is done at time of application and at time of offer of accommodation.
 - A chronological waitlist will be maintained. 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.
 - The District requires that all tenants carry Tenant Insurance, and proof of this insurance must be provided before keys for the unit are released.
 - It is a requirement that tenants are able to live independently. If support services are required, the tenant will be responsible for arranging and paying for those services
 - If mail sent to the applicant's address is returned, or phone numbers provided are not in service, this application form will no longer be considered valid. Please be sure to notify the District if your information changes, or if you no longer wish to be considered for housing.



Main Applicant			Second Applicant (if applicable)		
Name			Name		
			Relationship to Applicant		
Date of Birth (Month/Day/Year)		Social Insurance Number (SIN)	Date of Birth (Month/Day/Year)		Social Insurance Number (SIN)
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		
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.		
Please provide a list value of current household assets			Please provide a list value of current household assets		
Do you need a barrier-free apartment?			Do you need a barrier-free apartment?		
Vehicle Information (Make, Model, Year)			Vehicle Information (Make, Model, Year)		
Emergency Contact Information (Name, Address, Phone Number)			Emergency Contact Information (Name, Address, Phone Number)		



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 and Assets

- 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.
- 30 day bank statements for chequing and savings accounts.
- Current investment statements, property assessment and tax bill.

Proof of Citizenship and Current Address

- Birth Certificate or Passports for Canadian Citizens or Landed Immigrant documentation (Citizenship Verification)
- Utility bill and/or driver's licence that includes your name and your current address (Current Address Verification)

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. The District has a duty by law, without notification, to disclose confidential information to:

- Simcoe Muskoka Family Connexions 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 of Privacy Act, R.S.O. 1990, c.56 ("MFFIPA"). Questions about the collection or release of this information should be directed to The Clerk's Office at 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: _____

