

APPLICATION FOR AFFORDABLE AND MARKET RENT HOUSING

General Information:

- The District Municipality of Muskoka (the District) operates 143 affordable housing units and 89 Market Units in Bracebridge, Gravenhurst, Huntsville & Mactier.
- Tenants who enter into leases after January 1, 2018 will not be permitted to smoke in the rental unit.
- The amount of rent payable will be confirmed in any offer of accommodation you receive. Additionally, you may have to pay utilities directly to a utility supplier.
- Rents will increase once a year at the rate set annually by the Province of Ontario.
- 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 and it has been determined that the household meets all of the eligibility criteria.
- The District may require applicants to have their health care provider fill out Request for Accessibility Accommodation form SH-908-2019-01 if they require a unit with physical accessibility. Modified Units provide varying degrees of accessibility features.
- The District requires that all tenants have Tenant Insurance, and proof of this insurance must be provided before keys for the unit are released.
- It is a requirement that tenants can 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 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.

Please return your completed application to The District Municipality of Muskoka:

Fax: 705-645-4272

Email: communityhousing@muskoka.on.ca

Mail: 70 Pine Street, Bracebridge, Ontario P1L 1N3

Drop Box:

70 Pine Street, Bracebridge, Ontario

141 Main Street, Gravenhurst, Ontario

1 King William Street, Unit 5, Huntsville, Ontario

For further information, please contact Community Housing at (705) 645-2100, ext. 4960.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Please read the following information carefully before filling out your application.

Applicant Checklist:

Use this checklist to make sure you have:

- ☐ Completed all sections of the form.
- ☐ Signed page 7 (*All household members over the age of 16 years must sign this form*)
- ☐ Completed the building selection form.

Please provide the following documents:

- ☐ 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.
- ☐ Current investment statements, property assessment / tax bill.
- ☐ Birth Certificate or Passports for Canadian Citizens or Landed Immigrant documentation.
- ☐ Request for Accessibility Accommodation form SH-908-2019-01 filled out by Doctor or other health care provider detailing the need for modifications.

INCOMPLETE APPLICATIONS WILL NOT BE ELIGIBLE TO BE ON THE WAITLIST

MAIL OR DROP OFF COMPLETED APPLICATIONS TO:

**The District Municipality of Muskoka
Community and Planning Services – Housing
70 Pine Street
Bracebridge, Ontario P1L 1N3
Phone: (705) 645-2100, ext. 4960 - Toll Free (705 area only) 1-800-461-4215
Fax: (705) 645-4272
Email: communityhousing@muskoka.on.ca**

Personal information contained on this form or in attachments is collected, pursuant to the *Housing Services Act, 2011*, Sections 162, 163, 164 and 165 or the *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c M.56)*.

This information may be used to determine suitability and eligibility for housing applied to, continuation of housing and the appropriate rent scale. Personal information may be disclosed to housing providers, other municipal or provincial departments and agencies that assist in the provision of social housing and social agencies providing social assistance to the applicant.

All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and you are required to provide supporting material.

Section 1 – PRIMARY CONTACT INFORMATION

Calls to offer housing are normally made during regular business hours. Please ensure that you provide us with a daytime number where you can be reached.

First Name	Middle Name	Family Name
Street Address:		Apartment Number:
City:	Province:	Postal Code
Home Phone Number:		Cell Number
Work number (if you wish us to contact you there):		
E-Mail (if you wish us to contact you by email):		
Mailing address (if different from above address):		
Alternate contact names and daytime numbers (where we can leave a message):		
Name:	Relationship:	Phone Number:
Do you need help reading documents?		☐ Yes ☐ No
Did someone assist with this application?		☐ Yes ☐ No
If yes, please provide their information: Name: Phone Number: Relationship:		
May we contact them?		☐ Yes ☐ No
Permission to discuss your application:		☐ Yes ☐ No
Do you need modifications for accessibility?		☐ Yes ☐ No
Emergency Contact Information (Name, Address, Phone Number)		

Section 2 - HOUSEHOLD INFORMATION

Please provide information about all adults and children who will live in the unit. You must provide documentation proving your legal status in Canada. **This section must be completed.**

NAME	RELATIONSHIP TO YOU	DATE OF BIRTH (MM/DD/YR)			GENDER M/F OTHER	Status in Canada (Canadian citizen, landed immigrant, or refugee claimant)	Social Insurance Number
	SELF						

Do all family members currently live with you? ☐ Yes ☐ No

If no, please explain:

Section 3 - PREVIOUS SOCIAL HOUSING INFORMATION

Have you or anyone you have listed in Section 2 above, ever lived in social housing anywhere in Ontario?

☐ Yes ☐ No If yes, please give details below.

Name of person(s) who lived in social housing:

Name of Housing Provider or Landlords name and contact information:

Complete Street name, Apartment number and Town where you lived.

Date moved in:	Date moved out:	Reason(s) for moving out:
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Does this person owe rental arrears to the above or to any other social housing provider?

☐ Yes ☐ No

If yes, indicate amount owing: \$_____

Have you entered into a repayment schedule?

☐ Yes ☐ No

Attach additional sheets if necessary

OFFICE USE ONLY

Date Received:	Arrears:
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Preferences:	Confirmation Sent:
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SECTION 3: INCOME AND ASSETS

Please indicate the following information for all Household Members over 16 years of age according to the Notice of Assessment from Canada Revenue Agency (CRA):

INCOME:

Name of Applicant	Line 15000	Line 23600	Year
Applicant #1:			
Applicant #2:			
Applicant #3:			

ASSETS:

To be eligible for Housing, you cannot have assets of more than \$50,000 if you are a single person or more than \$75,000 if you are a family.

Some assets are not considered. These include personal items such as clothing and furniture, vehicles, a Registered Retirement Savings Plan (RRSP), and income from a Registered Disability Savings Plan (RDSP).

Applicants who own property, must provide a written appraisal of the property and/ or recent tax bill.

STATEMENT OF ASSETS [please provide current balance(s)]	Applicant #1	Applicant #2	Applicant #3	Others on Application
Bank, Trust Company, Credit Union and Any Other Accounts				
Stocks, Bonds, GICs, Debentures and Other Securities/ Certificates				
Annuities				
Rent Revenue				
Business Assets (e.g., partnership, franchise, self-employment, etc.)				
Monies Owed to You (over \$500.00)				
Assets Transferred				
Value of Real Estate Owned (e.g., Building, Trailer, Farm, Land)				
Other Assets (Specify)				
Total Assets	\$	\$	\$	\$

SECTION 4: HOUSING PREFERENCES

You may select multiple locations; however, applicants are only added to waitlists for buildings the household qualifies for. Seniors are considered 65+, however applicants aged 60 - 64 may apply for the seniors' waitlists but are not eligible for a unit offer until 65.

AFFORDABLE HOUSING UNITS										
Rent is set at 20% below the average market rents for the area, as established by the Canada Mortgage and Housing Corporation at the time the buildings were built.										
Building Selection						Number of Bedrooms ✓ Box to select choices				
Address	Provider	Town	Tenant Type	*BT	*E		1	2	*B	
Apartment Buildings										
McVittie Place, 102 Pine St	District of Muskoka	Bracebridge	Seniors	APT	✓	1	2			
57 Balls Drive	Muskoka Municipal Non-Profit Housing	Bracebridge	Seniors + Persons with Disabilities	APT	✓	1				
49A Pine Street	District of Muskoka	Bracebridge	ALL	APT		1				
100 Pine Street	District of Muskoka	Bracebridge	Seniors + Persons with Disabilities	APT	✓	1	B			
Condominiums										
657 Cedar Lane	District of Muskoka	Bracebridge	ALL	APT						
23 Second Street	District of Muskoka	Gravenhurst	ALL	APT						

*BT - Building Type

*E - ELEVATOR in the building

*B - Bachelor Suite (100 Pine Street only)

100 Pine Street is the new 44-unit Affordable Housing build that is under construction in Bracebridge. Occupancy date is projected to be February 2026 however, this date is subject to change. This building is targeted for seniors and persons with disabilities (any age).

MARKET RENT HOUSING UNITS

Rent payable will be confirmed in any offer of accommodation you receive.

Building Selection <i>Check ONLY white boxes</i>								Number of Bedrooms √ Box to select choices			
Address	Provider	Town	Tenant Type	*BT	*E			1	2	3	4
Apartment Buildings											
100 Oakwood Heights	Muskoka Municipal Non-Profit Housing	Bracebridge	Senior	APT	√	1	2				
200 Oakwood Heights	Muskoka Municipal Non-Profit Housing	Bracebridge	Senior	APT	√						
175 Lofty Pines Drive	Muskoka Municipal Non-Profit Housing	Gravenhurst	Senior	APT	√						
2 Sabrina Park Drive	Muskoka Municipal Non-Profit Housing	Huntsville	ALL	APT	√	1 BD					
125 Lofty Pines Drive	Municipal Non-	Gravenhurst	ALL	TH							
285 Ridge Road	Municipal Non-	Gravenhurst	ALL	TH		1	2				

*BT - Building Type

*E - ELEVATOR in the building

RELEASE AND CONSENT

Here is your legal agreement with us. Please read it carefully, and sign in the spaces below. All household members 16 years of age and older must sign this release and consent.

1. I understand that there are laws that allow the District of Muskoka to collect personal information about me.
2. I understand that the District of Muskoka will use the information I give them to see if I qualify for the housing I have applied for.
3. I allow the District of Muskoka 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, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, or the *Day Nurseries Act*.
4. I allow the District of Muskoka 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 District of Muskoka to give the information on this form and any attachments to any government or body with whom the District of Muskoka has made an agreement, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing program.
6. I understand that any information on this form and any attachment given by the District of Muskoka to a body listed above is confidential and will only be given in accordance with associated regulations.
7. I give my word that everything I have written in this application is correct and complete.
8. I understand that all information I give to the District of Muskoka will belong to them and they will give my information to the housing providers I have chosen.
9. If something on this application is incorrect or not true, the District of Muskoka or the housing providers I have applied to may request additional information, may cancel my application or both.
10. I confirm that I am in Canada legally.
11. Before I can receive housing, I understand that I must pay back or make arrangements to pay any money I owe to any subsidized housing project.
12. I understand that this application does not constitute an agreement on the part of the District of Muskoka or other Muskoka housing providers to provide me with rental accommodation.

If you have any questions about the collection and use of personal information, please contact:

DISTRICT MUNICIPALITY OF MUSKOKA, COMMUNITY SERVICES - HOUSING
70 PINE STREET, BRACEBRIDGE, ONTARIO, P1L 1N3 705 645-2100 ext. 4960

"Personal information contained in this form or in attachments is collected by the District of Muskoka pursuant to the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.F31.)* or the *Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.M.56)*. This information may be used to determine eligibility for housing applied to, continuation of housing and may be used for the appropriate rent-geared-to-income charge."

I/We hereby authorize The District Municipality of Muskoka, to whom this application is submitted, to obtain credit information or other information as may be deemed necessary in connection with this application for housing. *All information will be kept strictly confidential*

Signature(s) of all household members over the age of 16 years.

X _____ X _____

X _____ X _____

Date: _____