

THE DISTRICT MUNICIPALITY OF MUSKOKA

MUSKOKA AFFORDABLE HOUSING INITIATIVES PROGRAM (MAHIP)

APPLICATION FOR RENT SUPPLEMENT (INDIVIDUAL UNITS)

DISTRICT OF MUSKOKA USE ONLY

MAHIP File Number: _____

To be Completed by Applicant(s)

APPLICANT HOUSEHOLD INFORMATION - Please complete all fields.

Household Members	Name	Date of Birth (DD/MM/YY)	Status in Canada (Canadian Citizen, Landed Immigrant)
Member No. 1			
Member No. 2			
Member No. 3			
Member No. 4			
Member No. 5			

Current Street Address: _____

Current Mailing Address: _____

Day Time Phone Number: _____

Alternate Phone Number: _____

Email: _____

I am currently renting a unit at the above street address

Monthly Rent: _____ # of Bedrooms: _____

OR

I am currently looking for a rental unit

Monthly Utilities (Heat, Hydro, Water): _____

My current source of income is:

Employment CPP/OAS ODSP Ontario Works Other: _____

Are you currently a recipient of any other housing assistance? Yes No

If yes, please describe: _____

Have you ever lived in social housing? Yes No

If yes, please indicate the address/location and dates you lived there: _____

Do you own any property? Yes No If Yes, please provide details of property: _____

How long have you lived in Muskoka? _____

If you are new to Muskoka, please tell us why you are relocating here: _____

If you have other information, please include as a separate attachment.

HOUSEHOLD COMPOSITION AND INCOME VERIFICATION WORKSHEET

How do I determine my total gross household income?


Typically, household income is the total of all incomes shown on Line 150 of your most recent Notice of Assessment, for all people living in the home, including the homeowner(s), spouse or partner, child/dependents, and any other persons who live in the same home, aged 16 and over.

Household Composition & Income

Member Name	Age	Income from Line 150 of most recent Notice of Assessment (for each household member 16 years of age and over)	OR	Current income, if substantially different than Line 150 of most recent Notice of Assessment (for each household member 16 years of age and over)

If you have a substantially different income from the amount that appears on Line 150 of your most recent Notice of Assessment (\pm \$5,000), please provide a detailed explanation and supporting income documentation:

EXAMPLE OF NOTICE OF ASSESSMENT


Canada Revenue Agency / **Agence du revenu du Canada**

NOTICE OF ASSESSMENT

Most Recent Tax Year

Date Aug 21, 2006	Name	Social Insurance no.	Tax year 2	Tax centre
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Summary 0077213

Line	Description	\$ Amount	Line
150	Total income	45,945	150
	Deductions from total income	1,444	
236	Net income	44,501	
	Deductions from net income	34,290	
260	Taxable income	10,211	

PROGRAM INFORMATION

For your information, this program is designed to increase the affordability of housing for persons already in a Rental Tenancy or persons requiring Rental Tenancy. All approved Units will include full kitchen and bath facilities as well as a separate entrance. The Unit should rent at or near the limits for the Muskoka Affordable Housing Program as set from time to time, but may be exceeded if some or all utilities are included. Annual income verification will be completed.

DECLARATION AND CONSENT

I/We hereby confirm that to the best of my/our knowledge the information provided is complete and accurate in every respect. I/We understand that if the information provided in this application is incorrect or false, that the District Municipality of Muskoka ("District of Muskoka") may cancel my/our application.

I/We hereby confirm that I am/we are the existing or future tenants of the property and no other person is a tenant. I/we understand that only the people I have listed in the application may live with me/us.

I/We hereby confirm that The District of Muskoka and/or its authorized representatives or agents may carry out the necessary enquiries for the purpose of confirming the information provided in this application form. I/We give the District of Muskoka permission to check the information that I/we have given them with the person or agency who can confirm the information and to provide such further information and/or documents as the District of Muskoka may request in this regard.

I/We acknowledge that personal information submitted on and with this Application, is collected by The District Municipality of Muskoka to be used only to: contact the applicant(s) about the Program; determine eligibility; and to make application under this program.

I/We hereby authorize the inspection of this property as required, on the understanding that any inspections conducted by the District of Muskoka and/or its authorized representatives are for internal administrative purposes only, and provide no guarantee or assurance of compliance with any applicable building codes or standards.

I/We acknowledge that the District of Muskoka reserves the right to reject or decline any or all applications submitted or to request additional information.

I/WE have read, understood and agree to the terms and conditions listed above.

Name (please print)	Signature	Date
Name (please print)	Signature	Date

The information on this form or any attachments hereto will be used to determine initial and ongoing eligibility for the MAHIP Rent Supplement Program and is collected in accordance with 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 District Municipality of Muskoka, 70 Pine Street, Bracebridge, P1L1N3 or by telephone at 705-645-2231.

Completed application forms will be kept on file. If your application is not complete or documents are missing, you will be contacted by phone or email.

If you have any questions about this application, please call:
MAHIP Case Aide at 705-645-2412, Ext. 326.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Completed application form with all required signatures: Please note:
 - All persons who will be a party to the rental agreement must sign the application form.
- Photo ID for all persons who have signed the application form.
- Proof of current year's gross income (as identified in the Income Worksheet) for all household members 16 years of age and older (copies of most recent Revenue Canada Notice of Assessment form, or, if income has changed significantly, confirmation from all current sources of revenue that shows income details).
- Current banking statement for each institution where assets are held (one month print out).
- Proof of current income (pay stub or copy of monthly statement from CPP/OAS, ODSP or Ontario Works).
- Citizenship Documentation for all Household Members (Birth Certificate, Passport, or Citizenship Card).