

THE DISTRICT MUNICIPALITY OF MUSKOKA

MUSKOKA AFFORDABLE HOUSING INITIATIVES PROGRAM (MAHIP)

APPLICATION FOR RETIREMENT HOME FEE ASSISTANCE

The Retirement Home Fee Assistance program is intended for Muskoka residents who can no longer manage in their own home and who require financial assistance to move into, or continue living in an approved retirement residence. Retirement Home Fee Assistance will vary, but will average **\$400** per month. Annual income verification will be completed for all successful applicants.

DISTRICT OF MUSKOKA USE ONLY

MAHIP File Number:

To be Completed by Applicant (s)

APPLICANT HOUSEHOLD INFORMATION - Please complete all fields. If deemed to be eligible, to receive fee assistance, you must provide documents to substantiate the information shown here.

Household Members	Name	Status in Canada (Canadian Citizen, Landed Immigrant)
Member No. 1		
Member No. 2		

Current Street Address:

Current Mailing Address:

Day Time Telephone Number:

Alternate Telephone Number:

Email:

Current Retirement Home:

Monthly Rent:

OR

Proposed Retirement Home:

My current source of income is:

CPP OAS Employment ODSP Ontario Works Other: _____

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

If yes, please describe:

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 the most recent tax year's Notice of Assessment, for all people living in the home, including the resident and spouse or partner. Maximum resident income for fee assistance is \$35,000 per year with an asset limit of at or below \$50,000.

Annual Income		
Applicant Name	Income from Line 150 of most recent Notice of Assessment	Current income, if substantially different than Line 150 of most recent Notice of Assessment
	OR	
Sub-total	\$ _____	\$ _____
Total Household Income	\$ _____	

If you have a substantially different income from the amount that appears on Line 150 of your most recent Notice of Assessment Form (\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

0077213

Date	Name	Social insurance no.	Tax year	Tax centre
Aug 21, 2006			2	

Summary

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	

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 Retirement Home Fee Assistance 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, ON, 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 contact:
 MAHIP Case Aide at 705-645-2412

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Completed application form with all of the required signatures

Please Note:

- All persons who will be party to the rental agreement must sign the application form

- Photo ID for all persons who have signed the application
- Proof of current year's gross income (copy 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
- Assessment by a Health Professional to support your application