THE DISTRICT MUNICIPALITY OF MUSKOKA

RENT STABILITY APPLICATION

To be Completed by Applicant(s)

APPLICANT HOUSEHOLD INFORMATION - Please complete all fields.

Name:	Youth (16-24)	Date of Birth (DD/MM/YY)	Status in Canada (Canadian Citizen, Landed Immigrant)	Indigenous
	☐			☐
	☐			☐
	☐			☐
	☐			☐
	☐			☐

Day Time Phone Number:	Alternate Phone Number:	Email:

Current Street Address:

Current Mailing Address:

☐ I am homeless ☐ I am at risk of being homeless

☐ I am chronically homeless (6 out of the past 12 months or 18 out of the past 3yrs)

☐ I am currently renting a unit at the above street address
Monthly Rent: _____ # of Bedrooms: ___ 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 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:

☐ I have been released from a Provincial Institution within the last 90 days (includes: Hospitals, Rehabs, Incarceration and aging out the Child Welfare System)

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

THE DISTRICT MUNICIPALITY OF MUSKOKA

HOUSEHOLD COMPOSITION AND INCOME VERIFICATION WORKSHEET

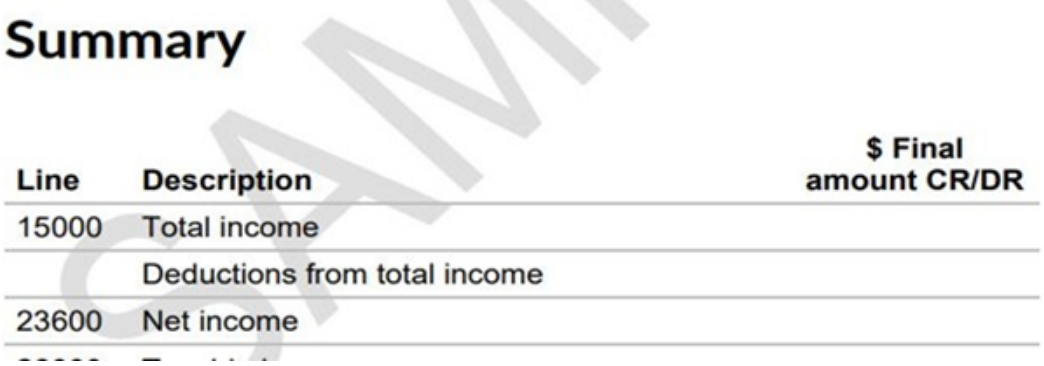
How do I determine my total gross household income?
Typically, household income is the total of all incomes shown on Line 15000 of your **most recent Notice of Assessment**, for all people living in the home, including the homeowner(s), spouse or partner, child/dependents, and any other persons who live in the same home, **aged 16 and over**.

Household Composition & Income

Member Name	Age	Income from Line 15000	**OR** Current income, if substantially different than Line 15000	Income from Line 236000

If you have a substantially different income from the amount that appears on Line 15000 of your most recent Notice of Assessment (± $5,000), please provide a detailed explanation and supporting income documentation:

EXAMPLE OF NOTICE OF ASSESSMENT



Summary

Line	Description	$ Final amount CR/DR
15000	Total income	
	Deductions from total income	
23600	Net income	

SAMPLE

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 Temporary Housing Benefit 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:
Michael Romaine at 705-645-2412, Ext. 4326

Mail:

The District Municipality of Muskoka
Attn. Michael Romaine
70 Pine St.
Bracebridge, ON P1L 1N3

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
- ☐ Citizen Documentation for all household members (Birth Certificates, Passport or Citizenship Card).
- ☐ Current investment statements for each institution where assets are held (i.e. TFSA, RRSP, GIC, etc.)
- ☐ Current 30-day banking statement for each institution where assets are held (one month print out).
- ☐ Proof of Income (pay stub or copy of monthly statement from CPP/OAS, ODSP or Ontario Works).
- ☐ Proof of current year's gross income 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).

DISTRICT OF MUSKOKA USE ONLY

Program(s) Approved	**Staff Initials**
☐ Rent Supplement	
☐ Strong Communities	
☐ Temporary Housing Benefit	