

# Application for Rent-Geared-to-Income Housing

## Instructions

1. Please complete **all** sections of this form.
2. Select the building locations that you would like to be considered for.
3. Read the Consent, Email Consent, and Declaration pages. Sign the Email consent on page 3, the Release and Consent on page 24, and the Declaration on page 25.
4. Print your completed application and sign the Release and Consent on page 24 and the Declaration on page 25.
5. Submit by mail, fax, scan/email, or in person at:

Northumberland County Housing Services  
555 Courthouse Rd.  
Cobourg, ON K9A 5J6  
Fax: 905-372-6701  
Email: [css@northumberlandcounty.ca](mailto:css@northumberlandcounty.ca)

**When it is close to time of offer:** You will be required to provide Birth Certificate or Status in Canada for all members of household, income verification, financial information, asset documentation, proof of custody for all dependents, and any other information required to verify eligibility for subsidy.

**It is your responsibility to notify our office of any changes in your circumstances within 30 days. If we are unable to contact you, your name will be removed from the waiting list, and your file will be cancelled.**

# Primary Applicant

**First Name \***

**Middle Name**

**Last Name \***

**Status in Canada**

- ☐ Canadian Citizen    ☐ Permanent Resident    ☐ Sponsored Immigrant    ☐ Refugee/Refugee Claimant    ☐ Other:

**If Other, please specify:**

**If you are an immigrant/refugee, did you apply for housing within one year of entering Canada?**

- ☐ Yes    ☐ No

**Date of Birth  
(DD/MM/YYYY) \***

**Social Insurance  
Number**

**Marital Status**

**Street Address**

**Apartment Number**

**City/Town**

**Province**

**Postal Code**

**Is this a subsidized unit?**

- ☐ Yes  
☐ No

**Is this unit in arrears?**

- ☐ Yes  
☐ No

**Email Address**

By choosing Email, you are acknowledging, based on your own policy, that any inquiries with respect to the personal information contained for any person listed in this application may take the form of electronic data exchanges and that applicants and co-applicants agree to receive notices and documents by email at the email addresses included in this application.

**I give consent to be contacted by email for the purposes relating to my application for rent-geared-to-income housing.**

☐ Yes

☐ No

**Applicant's Signature**

**Date of Signature**

**What is your preferred method of contact?**

☐ Home Phone

☐ Cell Phone

☐ Email

**Cell Phone Number**

**Home Phone Number**

**Are there special notes about contacting you?**

## Alternate Contact Information

**Would you like an alternate contact added to your file? (i.e. Spouse, Co-applicant, Emergency Contact, Community Agency Worker?)**

☐ Yes

☐ No

**If, yes please provide their information:**

**Name of Contact**

**Relationship to Applicant**

**Phone Number**

**Email Address**

**May we discuss your application with this person?**

☐ Yes

☐ No

# Present Accommodation

Do you:

☐ Own

☐ Rent

☐ Temporary

**Rent Amount**

**Utility Amount**

## Current Landlord Information

(Leave blank if you own your own home)

**Name of Landlord**

**Landlord's Phone Number**

**Are you currently receiving help with your rent or housing costs? If so, please provide details below:**

**Have you or anyone applying lived in subsidized housing in Ontario?**

☐ Yes

☐ No

**If yes:**

**Do you owe arrears?**

☐ Yes

☐ No

**Name of Housing Provider**

**Housing Provider's Phone Number**

**Did you move out owing arrears?**

☐ Yes

☐ No

**Note: If you or anyone applying with you owes arrears to any Social Housing Provider in Ontario, we will require a copy of an active repayment agreement before your name will be eligible to be placed on the centralized waiting list.**

**Have you ever received an eviction notice?**

☐ Yes

☐ No

## Household Information

Please provide information about all adults and children who will live with you.

If you will be living alone, please select Continue at the bottom of this page.

**First Name**

**Middle Name**

**Last Name**

**Date of Birth  
(DD/MM/YYYY)**

**Social Insurance  
Number**

**Relationship**

**If relationship is a child, do you share custody of this child?**

☐ Yes

☐ No

**Percentage (%) of  
Custody**

**First Name**

**Middle Name**

**Last Name**

**Date of Birth  
(DD/MM/YYYY)**

**Social Insurance  
Number**

**Relationship**

If relationship is a child, do you share custody of this child?

☐ Yes

☐ No

Percentage (%) of  
Custody

First Name

Middle Name

Last Name

Date of Birth  
(DD/MM/YYYY)

Social Insurance  
Number

Relationship

If relationship is a child, do you share custody of this child?

☐ Yes

☐ No

Percentage (%) of  
Custody

First Name

Middle Name

Last Name

Date of Birth  
(dd/MM/yyyy)

Social Insurance  
Number

Relationship

If relationship is a child, do you share custody of this child?

☐ Yes

☐ No

Percentage (%) of  
Custody

Do all of the people listed currently live with you?

☐ Yes

☐ No

If no, please explain:

Is a baby expected?

- ☐ Yes
- ☐ No

Due date:

Were all the people in your household born in Canada?

- ☐ Yes
- ☐ No

If no, please explain:



# Special Priority

Please complete this page ONLY if you are applying for priority on the waiting list because someone that you live with or have lived with in the last 3 months is abusing you or a member of your household.

**You will also need to obtain and complete the Special Priority Application Package and provide a declaration of abuse and verification record of abuse. Applications are available by phone at 905-372-3329 or 1-800-354-7050 ext. 2483, pick-up in our office, or online at [northumberland.ca](http://northumberland.ca)**

In certain circumstances, Special Priority applicants may be exempt from the Asset Limit Policy of \$75,000:

- When assets to which the Special Priority applicant may have rights are solely in the name of the abuser (e.g. a matrimonial home). The Special Priority applicant must verify the ownership of the asset, within reason.
- When assets that are jointly owned with the abuser are being divided through the separation and divorce process and the amount that will be awarded to the Special Priority applicant is unknown. The Special Priority applicant must provide verification that court proceeding is underway.

**Please select the most appropriate response:**

- ☐ I am applying for special priority status because I am currently living with a person who is abusing me, or a member of the household and I intend to separate permanently.
- ☐ I have lived apart from the abuser for less than 3 months.

**Date moved out:**

**Please provide a safe mailing address where you can be contacted:**

- ☐ Same as address and telephone number provided ☐ Other

**First Name**

**Last Name**

**Street Address**

**City/Town**

Province

Postal Code

# Income Information

At the time of application, self-declaration of MONTHLY income BEFORE deductions is required.

**When an offer of housing is made to you, proof of your gross income and assets will be required.**

We will also require a copy of your most recent Notice of Assessment from Canada Revenue Agency at time of offer.

List all income you and the members of your household receive from all sources. This can include, but is not limited to income sources such as:

## Employment

(full-time work, part-time work, casual or seasonal work, odd jobs, seasonal/vacation pay, long-/short-term disability, yearly bonus, shift bonus, cost of living bonus, sickness pay, tips or gratuities, overtime pay, commissions, self-employment, tutoring, child care, business income)

## Pensions, Allowances and Other Income

(Ontario Works, ODSP, CPP (all types), OAS/GIS/GAINS, RIF payments, Employment Insurance, company pensions, workers compensation benefits, alimony payments, child support payments, Canada Child Benefit, annuities, one-time lump sum payments, OSAP/grants/bursaries, investment income)

| Name of person receiving income | Type of Income (refer to examples above) | Gross monthly income (before deductions) |
|---------------------------------|--|--|
| <input type="text"/>            | <input type="text"/>                     | <input type="text"/>                     |

If self-employed please provide name of business and address:

| Business Name        | Business Address     |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

| Name of person receiving income | Type of Income (refer to examples above) | Gross monthly income (before deductions) |
|---------------------------------|--|--|
| <input type="text"/>            | <input type="text"/>                     | <input type="text"/>                     |

If self-employed please provide name of business and address:

**Business Name**

**Business Address**

**Name of person  
receiving income**

**Type of Income (refer to examples above)**

**Gross monthly  
income (before  
deductions)**

If self-employed please provide name of business and address:

**Business Name**

**Business Address**

**Name of person  
receiving income**

**Type of Income (refer to examples above)**

**Gross monthly  
income (before  
deductions)**

If self-employed please provide name of business and address:

**Business Name**

**Business Address**

**Name of person  
receiving income**

**Type of Income (refer to examples above)**

**Gross monthly  
income (before  
deductions)**

If self-employed please provide name of business and address:

**Business Name**

**Business Address**

**Total Monthly Income**

# Asset Information

Assets are valuable things that you own. There are some assets that give you income and there are others that do not. All types of assets must be declared. Here are some examples of both kinds:

- Bank Accounts
- Term Deposits/Bonds/Debentures
- Stocks/Shares/Mutual Funds
- RRSP's
- RESP's
- Life Insurance with cash surrender value
- All household assets transferred in the last 3 years
- Home Ownership (includes residential /non-residential property)

As of July 1, 2023, the asset limit in Northumberland County for RGI is \$75,000. If your included household assets are \$75,000 or higher, you may be ineligible for RGI and will not be added to the waitlist. If your situation changes, you may reapply.

All assets must be declared for each household member, including assests that are jointly owned with others outside your household.

Up-to-Date documentation of all assets is required prior to offer of housing.

## Bank Accounts

**Do you have this asset?**

☐ Chequing and Saving Accounts

**Chequing and Savings Accounts Value in CAD \$**

**Do you have this asset?**

☐ Tax Free Savings Accounts (cash)

**Tax Free Savings Account Value in CAD \$**

**Do you have this asset?**

☐ Overseas or Foreign Accounts

**Overseas or Foreign Accounts Value in CAD \$**

## Investments

**Do you have this type of Investment?**

☐ Stock and Bonds

**Stock and Bonds Value in CAD \$**

**Do you have this type of Investment?**

☐ Term Deposits

**Term Deposit Value in CAD \$**

**Do you have this type of Investment?**

☐ Cashable Guaranteed Investment Certificates (GIC)

**GIC Value in CAD \$**

**Do you have this type of Investment?**

☐ Mutual Funds

**Mutual Funds Value in CAD \$**

**Do you have this type of Investment?**

☐ Overseas or Foreign Investments

**Overseas or Foreign Investments Value in CAD \$**

**Do you have this type of Investment?**

☐ Tax-Free Savings Accounts (Investments)

**Tax-Free Savings Accounts Value in CAD \$**

## Real Estate Equity

The value of the property as determined by the current MPAC assessment, minus the amount of any mortgage(s) owing, and any loans/lines of credit secured against the property.

**Do you own property?**

☐ The value of the property according to your MPAC assessment, minus mortgages, lines of credit or liens secured on the property. Includes residential and non-residential properties, regardless of whether they are habitable year-round.

**MPAC Assessment Value \$**

**Do you have property Loans/Mortgages?**

☐ Provide your MPAC Assessment and current mortgage statement

**Total Loans/Mortgages \$**

# Registered Accounts/Investments

**Do you have this asset?**

☐ Registered Retirement Savings Plan (RRSP)

**RRSP Value in CAD \$**

**Do you have this asset?**

☐ Registered Retirement Income Fund (RRIF)

**RRIF Value in CAD \$**

**Do you have this asset?**

☐ Tax-Free Savings Account (TFSA)

**TFSA Value in CAD \$**

**Do you have this asset?**

☐ Life Insurance (cash surrender value more than \$100,000)

**Life Insurance Value in CAD \$**

## Vehicles

**Do you have this asset?**

☐ Second Personal Vehicle registered under your name (car, truck, motorcycle) provide loan documents only if your vehicle is valued above \$15,000

**Second Personal Vehicle Value in CAD \$**

**Do you have this asset?**

☐ Recreational Vehicles (e.g. boat, snowmobile, all-terrain vehicle, camper)

**Recreational Vehicles Value in CAD \$**

## Excluded Asset List

The following assets will not be included in the \$75,000 asset limit, however for verification purposes, please complete the below as well.

**Do you have this asset?**

☐ Locked-in Registered Retirement Savings Plan (RRSP)

**Locked-in RRSP Value in CAD \$**

**Do you have this asset?**

☐ Locked-in Retirement Account (LIRA)

**Locked-in Retirement Account Value in CAD \$**

**Do you have this asset?**

☐ Locked-in Income Fund (LIF)

**Locked-in Income Fund Value in CAD \$**

**Do you have this asset?**

☐ Restricted Life Income Fund (RLIF)

**Restricted Life Income Fund Value in CAD \$**

**Do you have this asset?**

☐ Locked-in Retirement Income Fund (LRIF)

**Locked-in Retirement Income Fund Value in CAD \$**

**Do you have this asset?**

☐ Non-Cashable Guaranteed Investment Certificate (GIC)\* Only excluded until maturity date

**Non-Cashable Guaranteed Investment Value in CAD \$**

**Do you have this asset?**

☐ Term of Life Annuity

**Term Life Annuity Value in CAD \$**

**Do you have this asset?**

☐ Registered Educational Savings Plan (RESP)

**Registered Educational Savings Plan Value in CAD \$**

**Do you have this asset?**

☐ Registered Disability Savings Plans (RDSP)

**Registered Disability Savings Plan Value in CAD \$**



**Do you have this asset?**

☐ Life Insurance (cash surrender value is less than \$100,000)

**Life Insurance Value in CAD \$**

**Do you have this asset?**

☐ Trust Account for a person with a disability, up to \$100,000)

**Trust Account for a Person with Disability Value in CAD \$**

**Do you have this asset?**

☐ Funds held in trust that are not accessible to the applicant or tenant, under the terms of the trust.

**Funds Held in Trust Value in CAD \$**

**Do you have this asset?**

☐ Personal Vehicle \* valued over \$15,000

**Personal Vehicle Value in CAD \$**

**Do you have this asset?**

☐ Business Bank Accounts

**Business Bank Accounts Value in CAD \$**

**Do you have this asset?**

☐ Business Property

**Business Property Value in CAD \$**

**Do you have this asset?**

☐ Business Vehicle

**Business Vehicle Value in CAD \$**

**Do you have this asset?**

☐ Taxi License

**Taxi License Value in CAD \$**

# Housing Preferences

## Instructions

In this part of the application, you will find a list of housing providers that offer rent-geared-to-income housing. Please review this list and select the box next to the building(s) where you would like to live. **To be placed on the waitlist for a senior building, you must be 60 years of age or older.**

To review all building locations, visit our '[Subsidized Housing](#)' page and view our [interactive Social Services map](#) to determine what services are available in the area. Simply click on the map, and then type in the address of a specific building location in the search bar and local community information will appear on the bottom of the page. This information will help you with your building selections. It is important to ensure that you are offered a housing unit that meets your needs.

Please choose carefully as you will receive ONLY one (1) offer before your name is removed from the waiting list for all locations.

## Unit Size

**There are rules about the size of unit that you can qualify for if your rent is subsidized. The largest unit size allows one bedroom per person; spouses are expected to share. What size do you want to apply for?**

☐ 1 bedroom

☐ 2 bedroom

☐ 3 bedroom

☐ 4 bedroom

## Modified Units

**Do you require a modified unit (e.g. wheelchair accessible unit)?**

☐ Yes

☐ No

If yes, you will need to call 905-372-3329 or 1-800-354-7050 ext. 2483 to obtain the Limitations Assessment form to be completed by your health care professional.

**Do you have other accessibility needs? If so, please explain:**

## Stairs

**Are you able to accept a second floor apartment if no elevator/lift service is available at the address(es) selected?**

☐ Yes

☐ No

## Other Services

From time to time, units become available in buildings owned by private landlords. These units can be subsidized by Northumberland County under the Rent Supplement Program. As the locations of these units can change, waiting lists are kept according to the city or town.

**If you are interested in being offered a rent supplement unit by a private landlord, please indicate below.**

☐ Yes

☐ No

**If you live in Northumberland County, would you be interested in remaining in your current accommodation if you received housing assistance to help with the cost?**

☐ Yes

☐ No

**If Yes:**

☐ Financial

☐ Repair

**Would you like to be contacted by our office regarding other services or assistance available in Northumberland County?**

☐ Yes

☐ No

**Tell us about your current housing situation and why you are applying for subsidized housing. Select all that apply.**

☐ Living in a shelter

☐ Living with family/friends/couchsurfing

☐ My house is in need of repair

☐ My rent is unaffordable

☐ Living in a vehicle

☐ Needs an accessible building/unit

☐ Current housing is unsafe

☐ Living in a trailer or accommodation that isn't suitable for year round living

☐ Wish to move closer to family

☐ Planning for future

☐ Wish to move to a different community

☐ Need housing due to family breakdown

☐ Wish to be close to support services or hospital

☐ Living outside or unsheltered

☐ Being evicted

**Date of Eviction**

# Building Selection

The following Housing Providers provide rent-geared-to-income accommodation in Northumberland County.

The building selections are listed by community, and include the building name, address, the provider type, tenant type, building type with number of bedrooms, and accessibility information.

## Provider explanations:

NCHC - Northumberland County Housing Corporation

Co-op - Co-operative housing

NP - Non-profit housing

Please indicate by checking the appropriate address for the provider(s)/location(s) that you would like your application to be considered for.

### Brighton:

☐ Francis Court - 2 Francis Street - NCHC - Mixed - 1 bedroom apartments - lift available

☐ Midland Court - 12A Meade Street - NCHC - 50+ - 1 bedroom apartments - lift available

☐ Midland Court II - 12 Meade Street - NCHC - 50+ - 1 bedroom apartments - one storey

### Campbellford:

☐ Kinlee Terrace - 224 First Street - NP - Family - 2, 3, & 4 bedroom townhouses

☐ Multicare Lodge - 174 Oliver Road - NP - Senior/Supportive - 1 & 2 bedroom apartments - elevator available

☐ Sunrise Court - 111 Front Street South - NCHC - Senior - 1 bedroom apartments - lift available

☐ Sunset Court - 112 Front Street South - NCHC - Mixed - 1 bedroom apartments - lift available

### Hastings:

☐ Victoria Place - 94 Victoria Street - NP - Senior - 1 & 2 bedroom apartments

### Warkworth:

☐ Mill Creek Manor - 140 Church Street - NP - 60+ - 1 & 2 bedroom apartments - elevator

**Cobourg:**

- ☐ Elgin Estates - 330 Alexandria Drive - NP - Family - 2 & 3 bedroom townhouses
- ☐ Trinity Place - 25 James Street East - NP - Family - 1, 2, & 3 bedroom apartments
- ☐ Halcyon Place - 580 Courthouse Road - NP - Senior - 1 & 2 bedroom apartments - elevator available
- ☐ Elgin Park - 299 Elgin Street East - NCHC - 1,2,3,4 bedroom apartments
- ☐ Windermere - 330 King Street East - NCHC - Mixed - 1 bedroom apartments - lift available
- ☐ Sutherland Place - 199A Sutherland Crescent - Co-op - Family - 1 & 2 bedroom apartments
- ☐ Sutherland Place - 199A Sutherland Crescent - Co-op - Family - 2, 3, & 4 bedroom townhouses

**Colborne:**

- ☐ Maple Court - 8 King Street West - NCHC - 50+ - 1 bedroom apartments
- ☐ Percy Manor - 6 Percy Street - NCHC - 50+ - 1 bedroom apartments - lift available

**Port Hope:**

- ☐ Scriven - 7 Scriven Boulevard - NCHC - Family - 2 & 3 bedroom townhouses
- ☐ Wellington Place - 41 Wellington Street - NCHC - Family - 2, 3, & 4 bedroom townhouses
- ☐ Wellington Manor - 43 Wellington Street - NCHC - Mixed - 1 bedroom apartments
- ☐ Wellington Court - 45 Wellington Street - NCHC - Senior - 1 bedroom apartments - lift available
- ☐ Holland Court - 24 Queen Street - NCHC - Senior - 1 bedroom apartments - lift available
- ☐ Fairview Estates - 61 McCaul Street - NP - Family - 2 & 3 bedroom townhouses
- ☐ Rose Glen Woods - 144 Rose Glen Road - NP - Family - 2 & 3 bedroom townhouses
- ☐ Rose Glen Woods - 144 Rose Glen Road - NP - Family - 1 & 2 bedroom apartments - elevator

# Release and Consent

1. I understand that the **County of Northumberland** as service manager and any Housing Provider listed in my application for rent-geared-to-income (RGI) assistance are permitted under the *Housing Services Act, 2011* (the “Act”) to collect personal information about me so long as they comply with the standards for collecting, using, disclosing and safeguarding information as set out in the Act.
2. I understand that the **County of Northumberland and/or the Housing Provider** will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
3. I allow the **County of Northumberland and/or the Housing Provider** 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 *Housing Services Act, 2011*, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, or the *Day Nurseries Act*.
4. I allow the **County of Northumberland and/or the Housing Provider** 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 **County of Northumberland and/or the Housing Provider** to give the information on this form and any attachments to any government or body with whom the **County of Northumberland and/or the Housing Provider** has made an agreement under the *Housing Services Act, 2011*, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or rent-geared-to-income assistance program.
6. I understand that any information on this form and any attachment given by the **County of Northumberland and/or the Housing Provider** to a body listed above is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations.
7. I consent to the collection of information by, and the release of information to an authorized representative of **Northumberland County Community and Social Services Department** for the purposes of responding to my request for further information and assistance.

If you have any questions about the collection and use of personal information, please contact:  
Northumberland County Housing Services, 555 Courthouse Rd. Cobourg, Ontario K9A 5J6  
Phone: 905-372-3329 or 1-800-354-7050, ext. 2483.

**“Personal information contained in this form or in attachments is collected by the County of Northumberland 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 have read the above and agree to the Release and Consent regarding my information.

**Applicant's Signature**

**Date of Signature**

**Co-Applicant's Signature**

**Date of Signature**

## Declaration

Please read this carefully.

1. I give my word that everything I have written in this application is correct and complete.
2. I understand that all information I give to the **County of Northumberland** will belong to them and they will give my information to the housing providers I have chosen.
3. If something on this application is incorrect or not true, the **County of Northumberland** or the housing providers I have applied to may request additional information, may cancel my application or both, and I may be prohibited from re-applying for assistance for a minimum period of four years under the *Housing Services Act, 2011*.
4. I understand that only the people I have listed on this application form may live with me in subsidized housing.
5. I understand that the **County of Northumberland** will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
6. I give my word that I am in Canada legally.
7. 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.

I confirm that I have read the above and agree with these statements.

**Applicant's Signature**

**Date of Signature**

**Co-Applicant's Signature**

**Date of Signature**

**Electronic signatures are not accepted. Please ensure you print and sign this document in ink.**

**Proof of ALL income, assets and investments, status in Canada, custody documentation, and all other information necessary to verify subsidy eligibility will be required PRIOR TO OFFER OF HOUSING.**



# Thank You

Please print and submit a signed copy of your application to Northumberland County Community and Social Services. Applications can be submitted by:

- email to: [css@northumberlandcounty.ca](mailto:css@northumberlandcounty.ca)
- mail or deliver it in-person to 555 Courthouse Road, Cobourg, ON K9A 5J6