



Brantford Native Housing
 318 Colborne St East
 Brantford, ON N3S 3M9
 (519)-756-2205
 (519)-756-1764 (Fax)

Brantford Native Housing Application

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. Applicant

Last Name: _____ Middle Initial: ____ First Name: _____

Date of Birth: _____ (MM/DD/YYYY) Social Insurance Number: _____ - _____ - _____

Gender: Female Male Neutral Rather Not Say Other; _____

Native Ancestry: Status Non-Status Metis Inuit

****Please Provide a Copy of Your Status Card****

Marital Status: Single Married Separated Divorced Widowed Common-Law

Are you currently Homeless? YES NO

If yes, where do you stay? _____

Current Address: _____

_____	_____	_____
Street Number	Street Name	
_____	_____	_____
Unit/Apt #	City/Town	Postal Code

Mailing Address: _____

(If Different)	_____	_____	_____
	Street Number	Street Name	
_____	_____	_____	_____
P.O. Box	City/Town	Postal Code	

Phone Number: () - _____ - _____ CELL HOME WORK

Phone Number: () - _____ - _____ CELL HOME WORK

Email Address: _____

Preferred method of contact? EMAIL PHONE CALL TEXT

Is there a person to be notified in case of emergencies? YES NO

Contact Name: _____ Contact Number: () - _____ - _____ CELL HOME WORK

Relationship to Applicant: _____

2. Co-Applicant

Last Name: _____ Middle Initial: ____ First Name: _____

Date of Birth: _____ (MM/DD/YYYY) Social Insurance Number: _____ - _____ - _____

Gender: Female Male Neutral Rather Not Say Other; _____

Native Ancestry: Status Non-Status Metis Inuit

****Please Provide a Copy of Your Status Card****

Marital Status: Single Married Separated Divorced Widowed Common-Law

Are you currently Homeless? YES NO

If yes, where do you stay? _____

Current Address: _____

Street Number	Street Name	
_____	_____	_____
Unit/Apt #	City/Town	Postal Code

Mailing Address: _____

(If Different)	Street Number	Street Name	
	_____	_____	_____
	P.O. Box	City/Town	Postal Code

Phone Number: () - _____ - _____ CELL HOME WORK

Phone Number: () - _____ - _____ CELL HOME WORK

Email Address: _____

Preferred method of contact? EMAIL PHONE CALL TEXT

Is there a person to be notified in case of emergencies? YES NO

Contact Name: _____

Contact Number: () - _____ - _____ CELL HOME WORK

Relationship to Co-Applicant: _____

3. Family Members

Are there other family members that will reside in the Accommodation Applied for?

Last Name	First Name	Date of Birth	Gender	Relationship	Status, Non-Status, Metis, Inuit?

Do all family members reside in present accommodation? YES NO

If no, give address and reason for separation: _____

4. Accommodation

Which accommodation size do you require? (Circle ONE ONLY)

1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom Senior

Is there a requirement for a modified or accessible unit? YES NO

If yes, please specify: _____

5. Previous Landlords

List Previous Landlords for the past five years. Attach separate sheet if required.

A. Previous Address: _____

Landlord Name: _____ Landlord Number: () - _____ - _____

Move In Date: _____ Move Out Date: _____

Was the unit Market Rent or Geared to Income? Market Rent Geared to Income

B. Previous Address: _____

Landlord Name: _____ Landlord Number: () - _____ - _____

Move In Date: _____ Move Out Date: _____

Was the unit Market Rent or Geared to Income? Market Rent Geared to Income

6. Current Housing Financial Information

Move In Date: _____ Rent Amount: Full \$ _____ or Shared \$ _____

Utilities: Hydro Amount: \$ _____ Water Amount: \$ _____ Other: \$ _____

Number of Bedrooms: _____ Are you under notice to vacate your home? YES NO

If yes, when and why? _____

Landlord Name: _____ Landlord Number: () - _____ - _____

How much notice must you give before moving out? 30 Days 60 Days 90 Days None

7. Total Monthly Household Financial Information

Please declare all sources of income of those in the household and provide proof of each.

Refer to definition of income page attached to application.

Income Source	Proof	Applicant (\$)	Co-Applicant (\$)	Other Members (\$)
Employment	Pay Stubs			
OW / ODSP	Current Cheque & Drug Card			
Employment Insurance (E.I.)	2 Most Recent Cheque Stubs			
Canada Pension (CPP)	Bank Record or Last Cheque			
Self-Employment	Bank Record			
Old Age Security (OAS)	Bank Record or Last Cheque			
Worker's Comp (WSIB)	Most Recent Cheque			
Assets	Attach Description			
Other Pensions	Bank Record or Last Cheque			
Other Income	Bank Record or Last Cheque			
	TOTAL HOUSEHOLD INCOME (\$)			

A. Applicant Current Employer: _____ Phone Number: () - _____ - _____

Position: _____ Full-Time Part-Time Temporary Hourly Rate: \$ _____

B. Co-Applicant Current Employer: _____ Phone Number: () - _____ - _____

Position: _____ Full-Time Part-Time Temporary Hourly Rate: \$ _____

8. Previous Application and Tenancy

Has anyone on this application previously applied for subsidized rental housing in Ontario or with BNH? YES NO

If yes, name used on the application: _____

Agency Applied To: _____ Date Applied: _____

Has anyone on this application previously lived in subsidized rental housing in Ontario or with BNH? YES NO

If yes, name used on the application: _____

Address: _____

Reason for Leaving: _____

Move In Date: _____ Move Out Date: _____

9. Consent and Authorization

I give my consent and authorization to Brantford Native Housing:

To disclose the information given on this form to non-profit housing corporations/co-operative local housing authorities, other municipal, provincial and federal departments and agencies that assist in the provision of affordable housing and social agencies providing social assistance to me and persons listed on this application.

To disclose any information in my file to Credit Bureaus and Collection Agencies regarding arrears during and after my tenancy with Brantford Native Housing.

To make inquiries to verify the information given in this application and I authorize any person, corporation or any social agency having knowledge of any such required information to release the information to Brantford Native Housing.

To make inquiries to past landlords regarding my tenancy.

To provide information to future landlords about my tenancy with Brantford Native Housing.

I have read and understand the meanings of "income" and "gross household income" as per Appendix A (attached). The information I have given on this application for housing is true and correct to the best of my knowledge.

To make inquiries to Credit Bureau and Collection Agencies regarding my financial circumstances.

I understand that if I get housing, only the people I wrote down on this form can live with me. I, also, must report any changes in number of people who live with me, AND any changes to my income

Questions about this consent and authorization should be directed to:

**Brantford Native Housing - 318 Colborne St East, Brantford, ON N3S 3M9
TEL; (519)-756-2205 or FAX (519)-756-1764**

Applicant's Signature

Date

Co-Applicant's Signature

Date

10. Consent Form (Collection, Use and Disclosure of Personal Information)

What is "Personal Information?"

Personal information includes any factual or subjective information. Recorded or not, about an identifiable individual. This includes information in any form, such as:

- Age, Name, ID Numbers, Income, Assets, Household Composition, Residency Status, Rent Payment Record, etc.
- Opinions, Evaluations, Comments, Social Status, Disciplinary Actions; and
- Employee Files, Credit Records, Loan Records, Medical Records, Existence of a Dispute between a landlord and a tenant, Intentions (I.e, to acquire goods and services, or change jobs).

Personal information does not include the name, title, business address or telephone number of an employee of an organization.

Collection and Use of Your Personal Information

Brantford Native Housing will collect, retain and use the personal information provided by you in this form and its attachments for the following purposes:

- Considering your application for tenancy;
- Verifying the information that you have provided in your application and its attachments relating to the administration and processing of your application for tenancy;
- Calculating your rent;
- For collection of your rent;
- Meeting legal and regulatory requirements arising out of or relating to your tenancy;
- For the use of Brantford Native Housing's auditor to verify our financial records;
- For the purpose of contacting necessary services or your contact person in case of an emergency;
- For the purpose of making repairs or renovations to the housing unit;

The **Executive Director** of Brantford Native Housing, located at 318 Colborne St East, Brantford, Ontario N3S 3M9, (519)-756-2205 can answer questions and respond to complaints about the collection, use or disclosure of the information.

Brantford Native Housing will disclose the personal information provided by you in this form to the following parties for the purposes described above;

- To any social agency providing any form of assistance to you, or other government subsidy under the *Ontario Works Act 1997*, the *Ontario Disability Support Program Act 1997*, or any government department responsible for social housing programs under the *Social Housing Reform Act*, or Brantford Native Housing's housing portfolio operating agreement;
- 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 administration or enforcing the *Income Tax Act (Canada)* or the *Immigration Act*;
- To any agent working on behalf of Brantford Native Housing for the purpose of complying with the *Social Housing Reform Act*;
- To any agent/contractor working on behalf of Brantford Native Housing to make repairs or improvements to the house or unit;
- To relevant agencies or contact person in case of an emergency;

- To credit bureaus and other businesses or individuals that provide credit or rental history information about you;
- To a third party in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of Brantford Native Housing;
- To the City of Brantford – Housing Department for any damage or rental arrears left after vacating the house or unit;
- To Financial Institutions for the collection of rent.

Consent

I authorize and agree that **Brantford Native Housing** may collect, use and disclose the personal information that I have provided in this form and its attachments as described above as well as disclose of personal information. I understand and acknowledge that, in addition to the foregoing, **Brantford Native Housing** will also collect, use and disclose my personal information as required or permitted by law.

Signature

Date

Signature

Date

Signature

Date

To be signed by all household members living in the unit who are sixteen years or older.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

OFFICE USE ONLY	
Date Received: _____	
Received By: _____	Department: _____

Appendix A – Definition of Income

“Income” means all income, benefits and gains, of every kind and from every source including, but not limited to the following:

- Gross salaries, wages, overtime payments, commissions, bonuses, tips, gratitude's
- Grants, scholarships or bursary payments
- The greater of the net income from the business or total withdrawals from the business as personal salary or other benefits of anyone who is self-employed in a business
- The gross amount of any old age security, federal guaranteed income supplement and spouse's allowance and financial assistance under the Ontario Disability Support Program (ODSP)
- The gross amount of alimony, separation, maintenance or support payments
- The gross amount of unemployment insurance benefits
- The gross amount of workers' compensation payments or other industrial accident insurance payments made because of illness or disability
- The gross amount of every kind of pension, allowance, benefits and annuity whether from a federal, provincial or municipal government of any level of government of any country or state or from any other source
- The gross interest income from savings or chequing accounts in a bank, trust company or credit union
- An assigned income equal to the total appraised value of all assets which do not produce interest income multiplied by a rate of return set by the Landlord from time to time
- The gross amount of interest earned or payable from bonds, debentures, term deposits, or investments, certificates, mortgages, capital gains or lump sum payments or other assets
- The gross amount of gains from investments including interest on dividends, stocks, shares and other securities, and where the actual income can not be determined, an assigned rate of return set by the Landlord from time to time

“Gross Household Income” means the combined income of:

1. The tenant and every person residing in the leased properties;
2. Every tenant on the lease temporarily resident elsewhere.

“Spouse” means two people who:

1. Are married to one another or who represent that they are married to one another; or
2. Not being married to one another evidence and intention to cohabit in a relationship of permanence or represent that they intend to do so.

Appendix B – Examples of Income

Employment

Full Time	Seasonal	Commissions	Disability Pay
Part Time	Odd Jobs	Overtime Earnings	Sickness Pay
Irregular Payments	Casual	Tips and Gratitude's	Shift Bonuses
Yearly or Seasonal Bonuses	Long Term Income Protection Payments	Cost of Living Bonuses	Separation/Vacation Pay

Self-Employment

Tutoring	Taxi
Child Care/Babysitting	Business

Pensions & Allowances

Old Age Security	Widow's Pension	Training Allowances
Guaranteed Income Supplement (GIS)	Company Pension	Retraining Allowances
Guaranteed Annual Income Systems (GAINS)	Private Pension	War Veteran Allowances (DVA)
Canada Pension Plan	Social Security (other countries)	Disability Pension

Other Income

Workers' Compensation Payments	Payments from Children's Aid Society
Insurance Payments	Support from Relatives or Other Sources
Student Grants	Employment Insurance Commission Payments
Provincial or Municipal Payments	Separation/Support/Alimony Payments
Payments under Compensation for Victims of Crime Act	One Time Lump Sum Payments (inheritances, court and out of court settlements)

Income Producing Assets

Farm Property which produces income	Life Insurance (cash surrender value)
Real Estate (residential, commercial, cottage, mobile home)	Real Estate (house, condo, farmland, vacant land)
Savings Accounts	Collection of, or investments in, other valuable non-income producing assets
License, which produces income	Business interests
Business interest which produces income	Registered Retirement Savings Plan