



## Application for Affordable Rental Accommodation in the City of Kawartha Lakes & the County of Haliburton The City of Kawartha Lakes

Social Housing Department

322 Kent Street West, P.O. Box 2600 Lindsay, Ontario K9V 4S7  
Tel: 705. 324.6401 Fax : 705. 324.0428 www.city.kawarthalakes.on.ca

### Instructions for Applying

- 1 Complete the application.  
Attach all information requested.  
Use the Check List on page 4 to make certain you are submitting a fully completed application.
- 2 Return the application to The City of Kawartha Lakes Housing Department  
OR to one of the Housing Providers listed below.  
Private Landlords cannot accept these applications.
- 3 Some Housing Providers offer units at Market Rent.  
Market rent waiting lists are managed by each Housing Provider. Contact them directly for Market Rentals.
- 4 You will receive a letter from us within two weeks after we have received your application. The letter will inform you that your application has been placed on the Centralized Waiting List.  
If you do not receive this letter, please give us a call. We want to make certain you are on the list.
- 5 All completed and eligible applications will be placed on the Centralized Waiting List with the date your fully completed application and all proof requested was received and date stamped.  
If you change your choices of housing after we receive your application, this original date will still be used.
- 6 Once you are on the waiting list, make certain we can always get in touch with you and verify that you are still eligible. Tell us of any changes in your application. Did you move? Did your income change?
- 7 Every year we will send you a letter asking if you still want to stay on the waiting list.  
If you have moved, this letter will be returned to us and we will remove you from the waiting list.  
If you do not receive a letter every year, please call us so we can make certain you are still on the list.
- 8 The time you have to wait until we call you to offer you housing will vary.  
For some areas it may be less than a year but in other areas it could take a few years.

### Mail or deliver this application to one of the following:

Kawartha Lakes Haliburton Housing Corp  
322 Kent St. W. Lindsay  
Mail To: 322 Kent St. W. P.O. Box 2600  
Lindsay, ON. K9V 4S7  
705.324.6401 1.800.463.4210

Monmouth Township Non-Profit Housing Corp.  
2117 Loop Road, Wilberforce  
Mail to: P.O. Box 70  
Wilberforce, ON. K0L 3C0  
705.448.3652

Fenelon Area Independent Living Association  
70 Murray St or 105 Lindsay St. Fenelon Falls  
Mail to: 70 Murray St.  
Fenelon Falls, ON. K0M 1N0  
705.887.9604

Kawartha Lakes Haliburton Mental Health  
Services  
2 Kent St. W. 2<sup>nd</sup> Floor  
Lindsay, ON. K9V 2Y1  
705.328.2704

Staanworth Non-Profit Housing Corp.  
44 Parkside St.  
Minden, ON. K0M 2K0  
705.286.3444

Haliburton Community Housing Corp.  
1 Victoria St.  
Haliburton, ON. K0M 1S0  
705.457.3973 705.457.9119

Neighbourhood Housing In Lindsay  
2 Kent St. W  
Lindsay, ON K9V 2Y1  
705.328.2704 Alternative Housing- Can. Mental Health

Community Care Village Housing Corp.  
65 Melborne St. W  
Lindsay, ON. K9V 0G4  
705.324.1600

## Public Information

This affordable housing application has been prepared by The City of Kawartha Lakes Housing Department for all members of the general public who are seeking affordable accommodation in The City of Kawartha Lakes and Haliburton area.

It provides a general overview of the legislated requirements and specific local rules for both applicants and tenants. For more detailed information refer to the Social Housing Reform Act, 2000 and Ontario Regulation 298/01 amended to 182/02.

The City of Kawartha Lakes Housing Department provides more detailed information in a Public Information Binder, available at each of the participating providers noted on the front page. Members of the public may make copies of this information at their own expense. The public may review this information during regular business hours and on our web site [www.city.kawarthalakes.on.ca/residents/housing/social-housing](http://www.city.kawarthalakes.on.ca/residents/housing/social-housing).

There are 6 types of decisions which may be reviewed in an Internal Review Process under The Social Housing Reform Act, 2000. Internal Reviews are conducted by individuals who did not participate in the original decision. The decision from the Internal Review is final.

The City of Kawartha Lakes is the Service Manager in The City of Kawartha Lakes and Haliburton County. This means that direct responsibility for housing in these areas falls under the Social Services-Housing Dept. We can be contacted at:

322 Kent St. W.  
Lindsay, ON. K9V 4S7

705.324.6401 Toll Free:1.800.463.4120  
Fax: 705.324.0428

[socialhousingrequest@city.kawarthalakes.on.ca](mailto:socialhousingrequest@city.kawarthalakes.on.ca)

Office Hours: 8:30am – 4:30 pm Mon.-Fri.

Because we are your Service Manager, we manage the Centralized Wait List but the Housing Providers noted on the front page can accept your application and provide information. These Housing Providers will forward all applications to us and we will review your application and if complete place you on the waiting list.

- 1 Eligibility for RGI assistance
- 2 Eligibility for Special Needs Housing
- 3 Type of Accommodation
- 4 Category on the waiting list
- 5 Amount of geared-to-income rent
- 6 Deferral of geared-to-income rent payable by the household

The Social Housing Reform Act, 2000 states that if a decision can be reviewed, a household must be notified of the right to request a review and be informed about how to make the request and any deadlines.

- To appeal decisions made by the Service Manager or Housing Provider you must complete the Request for Internal Review of Decision form.
- The request must be submitted within 10 business days after the day the notice of decision is received by the applicant/tenant. The time may be extended if the Service Manager or Housing Provider who made the decision is satisfied that the household acted in good faith and was unable to comply with the deadline because of reasons beyond their control.
- Only the person who made the request for special priority status can apply for review of a decision that involves, or is associated with that request.
- Requests may be withdrawn by giving written notice within 10 business days if you appeal eligibility for rent-geared-to-income assistance, type of unit, and initial amount of geared-to-income rent payable.
- Requests may be withdrawn by giving written notice within 5 business days if you appeal special priority status on the waiting list.

The Social Housing Reform Act, 2000 states that a household must be given an opportunity to comment on information that will be used to make a decision about ineligibility for RGI assistance. Before the decision is finalized, you, as an applicant/tenant for RGI assistance will be given at least 30 days for an opportunity to comment on information in your application. Comments from the household must be in

writing and must be signed by each individual providing the comments. The written comments must be received from the household by the date specified in the notice. A standard Notice to Comment contains a statement that any member of the household may comment on information, summary of information, a description of proposed decision, and deadline to comment.

Applicants to Alternate Housing Providers must meet the requirements of the provider and fall under their mandate which is to house the 'Hard to House'. Neighbourhood Housing In Lindsay is an Alternative Housing Provider which provides housing to Homeless and Hard to House in Dunoon Terrace in Lindsay. They offer eight , one bedroom private non-profit units for single adults.

Victims of domestic violence can apply for 'Special Priority'. You must complete a Request for Special Priority Form and provide supporting documentation. The Special Priority form and the documentation must be attached to your application.

The City of Kawartha Lakes has a Local Priority Policy for those with Special Needs. You must complete the Special Needs Forms and attach them to your application.

### Provincial & Local Occupancy Standards

Occupancy standards are used to determine the size of unit which the household is eligible for.

The largest unit a household is eligible for under Provincial and Local occupancy standards is:

- One bedroom for spouses or partners
- One bedroom for each additional member of the household

An additional bedroom is permitted under specific circumstances :

- If one of the spouses or partners requires a separate bedroom because of a disability or medical condition
- To store equipment because of a disability or medical condition
- To someone who provides support services that are required because of a disability or medical condition
- If a member has joint custody of a child and is required to provide accommodation for the child
- If a member has visiting rights to a child and it is a condition of the visiting rights that adequate accommodation is required for overnight visits.

The smallest unit a household is eligible for is:

- One bedroom for every two members
- An additional bedroom if there is an odd number of members of the household
- If the household consists of one individual or two individuals who are spouses or partners, then the smallest unit the household is eligible for is a bachelor unit
- If a member of the household is a student living away from home in order to attend school but returns to the household unit while not in school, then the eligibility rules for that individual still apply. Additionally, they must be in full-time attendance at a recognized educational institution and remain dependent on financial support from the household.

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in the City of Kawartha Lakes & the County of Haliburton  
The Corporation of the City of Kawartha Lakes

Social Housing Department  
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Tel: 705. 324.6401 Fax : 705. 324.0428  
www.city.kawarthalakes.on.ca

**Are You Eligible ?**

1. Applicants must be Canadian citizens OR have (*or applied for*) Permanent Resident Status in Canada, OR be a Refugee Claimant
2. At least one member of the household must be 16 years or older.
3. No one listed on the Application owes another housing provider arrears of rent or damages. Satisfactory arrangements for repayment must be made prior to being placed on the waiting list.
4. No one listed on the Application has been convicted (within the last two years) of a crime under the Criminal Code or by the Landlord & Tenant Board in regards to receipt of Rental Assistance.
5. Your Household's Assets cannot be greater than \$50,000 (excluding primary residence)
6. Your Household's Income cannot be greater than the Provincial Household Income Limits.
7. Homeowners must agree in writing to sell their property within six months of accepting housing.
8. Applicants must be able to live independently or demonstrate that support services will be provided. *"An individual shall be deemed to be able to live independently if the individual is able to live independently with the aid of certain support services and demonstrates that those support services will be provided to him or her when they are required."* O.Reg. 298/01 Part III Section 7 2(b)

**Check List We cannot accept incomplete applications. Please read carefully.**

**Please...**Make certain you have completed all points in 1, 2, 3 , plus for 4 and 5 if applicable.

1. Complete the application. **Incomplete applications will not be placed on the waiting list.**
  - Fill out the Applicant, Household and Housing / Rental Information
  - Fill out the information about your income.
  - Fill out the information about your assets.
  - Put a check mark beside each location in the Building Selection where you would like to live.
  - Sign the Declarations, Release & Consent to Information
2. Proof of Eligibility for all persons 18 years of age and over.
  - Attach a copy of Canadian Birth Certificate, OR Canadian Passport, OR Landed Immigrant Status, OR Permanent Resident Card OR Refugee Claimant document for each member of your household. **If we do not receive these copies, you will not be placed on the waiting list.**
3. Notice of Assessment.
  - Attach a copy of your most recent Notice of Tax Assessment. **If you do not attach this form, you will not be placed on the waiting list.**
4. Special Priority Forms
  - Attach the Request for Special Priority Forms if you are applying under the Special Priority Policy. (Applies only to victims of domestic violence)
5. Special Needs Priority
  - Attach the Request for Special Needs Priority if you are applying under the Special Needs Priority Policy. (Applicant will be required to be assessed for: supportive housing services or attendant care, mental health or developmental delay, physical disabilities requiring a modified unit.)

Only fully completed Applications with Proof of Eligibility for all members and with recent Notice of Assessments are placed on the Centralized Waiting List.

Ensure that you can check off each  above which applies to your application.

**Tell us immediately if you move or if your telephone number changes.** If we cannot contact you, your name may be removed from the waiting list and we may not be able to offer you housing.



## Application for Affordable Rental Accommodation

Office assigned Client Number:	
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### Applicant Information

Please provide the name of the primary applicant and contact information. Calls to offer housing are normally made during the day. Please provide alternate contact name and daytime number where we can leave a message. Tell us immediately if you move or if your telephone number changes so that we are able to contact you.

Last Name	First Name
-----------	------------

Apt/Unit Number	Street Number	Street Name
-----------------	---------------	-------------

Town/City	Province	Postal Code
-----------	----------	-------------

Home Phone Number	Work Phone Number (if allowed calls)	Cell Phone Number
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Email Address
---------------

Contact:	Phone:	Relationship:
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Do you need an interpreter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What language do you speak?
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Do you have an interpreter or a person assisting you with this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Name:	Relationship:	Phone:
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May we contact them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Household Information

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

Last Name	First Name	Relationship	Date of Birth DDMMYY	Male / Female	Social Insurance Number
		Self			

Do all the people listed currently live with you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please provide the name of the person, the date this person will start living with you and the reason why they are not living with you now:

Do you share custody of the children listed in this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please provide custody documentation.

Are you expecting a change in the size of your household?	<input type="checkbox"/> Yes: Expected Date of Change.	<input type="checkbox"/> No
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## Housing / Rental Information

Please provide information regarding your current landlord or indicate if you are a property owner.

Current landlord's name:	Landlord's Telephone Number:
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Do you pay subsidized rent where you live now?  yes  No

Address where you previously lived and paid rent or owned the house.	Name of Landlord	Move out date	Amount owing (\$)	Was your rent subsidized?

Has anyone on this application (not noted above) lived in subsidized housing in Ontario as a leaseholder?

Yes  No If yes, please provide details:

Name of Leaseholder	Subsidized Housing Address	Name of Housing Provider

Any misrepresentation of your housing history may lead to action under the Landlord Tenant Board legislation.

Do you have any pets?  Yes  No Type and Number:

### Application for Special Priority Status

I am applying for Special Priority Status on the waiting list because someone I live with is abusing me.

Yes  No If yes, you will need to complete and attach the Request for Priority Status Form

I have completed the Request for Special Priority and attached it to this Application.

Yes  No You will not be assessed for Special Priority Status unless the form is completed.

### Application for Special Needs Priority Status

I am applying for Special Needs Priority Status because I have been assessed by one of the Competent Assessors noted in the Request for Special Needs Priority Form.

Yes  No If yes, you will need to complete and attach the Request for Priority Status Form

I have completed the Request for Special Needs Priority Form and attached it to this Application.

Yes  No You will not be assessed for Special Needs Priority Status unless the form is completed.

### I Require Supports to Live Independently

I am applying for Social Housing without Priority Status but I do require supports to live independently.

Yes  No If yes, you will need to provide documentation about your support.

I have provided documentation about the support I have in place in order to live independently.

Yes  No You will not be placed on the waiting list until documentation is received.

## Income Information

List all money you and the people who will be living with you receive from all sources. This can include, but is not limited to, income sources such as: Please note your 'Gross Income' not your 'net income'

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Old Age Security / Guaranteed Income Supplement (OAS/GIS) | <input type="checkbox"/> Employment (full time, part time, casual) | <input type="checkbox"/> Workplace Safety Insurance Board (WSIB)       |
| <input type="checkbox"/> Guaranteed Annual Income Supplement (GAINS)               | <input type="checkbox"/> Employment Insurance (EI)                 | <input type="checkbox"/> Ontario Disability Support Plan (ODSP)        |
| <input type="checkbox"/> Retirement Income Fund (RIF) payments                     | <input type="checkbox"/> Ontario Works (OW)                        | <input type="checkbox"/> Canada Pension Plan (CPP)                     |
| <input type="checkbox"/> Life Income Fund (LIF) payments                           | <input type="checkbox"/> Child Support payments                    | <input type="checkbox"/> Investment Income (e.g. interest / dividends) |
| <input type="checkbox"/> Other pensions: company, private, foreign, military       | <input type="checkbox"/> Alimony or spousal support payments       |  |

Name of person receiving income	Income Source	Gross Monthly Income

Have you applied for any other types of income?  Yes  No

## Asset Information

List all assets owned by you and all other people who will be living with you. Assets are what you own. Some Assets give you income & others do not, but ALL ASSETS MUST BE DECLARED. Assets include, but are not limited to, things such as:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bank Accounts (cash over \$5,000)        | <input type="checkbox"/> Registered Retirement Savings Plans (RRSP) | <input type="checkbox"/> Registered Education Plans (RESP) |
| <input type="checkbox"/> Guaranteed Investment Certificates (GIC) | <input type="checkbox"/> Stocks / Shares                            | <input type="checkbox"/> Collections or Valuables          |
| <input type="checkbox"/> Life Insurance (Cash Surrender Value)    | <input type="checkbox"/> Mutual Funds                               | <input type="checkbox"/> Real Estate                       |
| <input type="checkbox"/> Term Deposits                            | <input type="checkbox"/> Savings Bonds                              |  |

Name of person who owns the Asset	Details of Asset (Type, Account #, Name of Financial Institution)	Value / Account Balance (\$)

## Selection

- Do you require a Wheelchair modified unit? If YES, a Health Care Professional must provide details.  
 Yes       No      The logo shows where these units are available.
  
- Do you require Parking?        
 Yes       No      Do you have a Handicap Sticker?       Yes       No
  
- Check the Size of the Unit you qualify for:  
 The largest unit you can select allows one bedroom per person; spouses are expected to share.  
 What size unit do you want to move into? (check all that apply)  
 Bachelor       One Bedroom       Two Bedrooms       Three Bedrooms       Four Bedrooms  
 If you require an extra bedroom for the reasons noted on page 2 "Additional Bedroom", please provide details.
  
- In the Building Selection below, put a check mark beside where you want to live.  
 Some Providers only rent to Seniors or Seniors & Adults, Families or Persons with Disabilities. You must be at least 60 yrs. old to be housed in Seniors ONLY buildings but you can apply at age 57.

Building Selection										
✓	Building Name	Tenant Type	Address	Bldg Type	Number of Bedrooms					Services
					B	1	2	3	4	
Haliburton County										
	Parklane Apts Smoke Free	Senior ONLY	<b>Haliburton</b> 1 Victoria St.	Apt		✓ 	✓ 			Elevator Utilities Included
	Echo Hills Apts Smoke Free	Senior & Adult	<b>Haliburton</b> 13 Independence	Apt		✓	✓ 			Elevator Utilities Included
	MountainView Apts	Senior & Adult	<b>Haliburton</b> 610 Mountain St	Apt		✓	✓			Elevator Utilities Included
	Staanworth Court	Senior ONLY	<b>Minden</b> 30 Prentice St	Apt		✓	✓ 			One Story Utilities Included
	Staanworth Terrace	Senior ONLY	<b>Minden</b> 44 Parkside St.	Apt		✓	✓ 			Elevator Utilities Included
	Sunrise Apts	Senior & Adult	<b>Minden</b> 6 Parkside St.	Apt		✓	✓			Elevator Utilities Included
	Floralan Park	Family	<b>Minden</b> Floralan Park Rd	Town House			✓ 	✓		Utilities NOT included
	Maple View	Senior & Adult	<b>Wilberforce</b> 2117 Loop Rd	Apt		✓ 	✓			One Story Utilities Included
	Maple View	Family	<b>Willberforce</b> 2117 Loop Rd	Town House			✓ 	✓		Utilities NOT included
City of Kawartha Lakes										
	Little Bob Gardens	Senior & Adult	<b>Bobcaygeon</b> 123 Need St	Apt		✓				Lift Utilities Included
	Cliffside Villa	Senior & Adult	<b>Fenelon Falls</b> 40 Francis St E	Apt		✓ 	✓ 			Elevator Utilities Included
	FAILA Fenelon Area Independent Living Association Smoke Free	Senior	<b>Fenelon Falls</b> 70 Murray St	Apt		✓ 	✓			Elevator Utilities Included

Building Selection		continued ...								
✓	Building Name	Tenant Type	Address	Bldg Type	Number of Bedrooms					Services
					B	1	2	3	4	
City of Kawartha Lakes		continued...								
	Flynn Gardens	Senior & Adult	<b>Lindsay</b> 48 St Paul & 45 St Patrick	Apt		✓ 	✓ 			Elevator Utilities Included
	Hamilton Place	Senior ONLY	<b>Lindsay</b> 19 Hamilton St	Apt		✓ 	✓			Elevator Utilities Included
	Willowbond Apts	Senior & Adult	<b>Lindsay</b> 111 William St. N	Apt		✓	✓			Elevator Utilities Included
	Riverview Apts.	Senior & Adult	<b>Lindsay</b> 71 Melbourne St E	Apt		✓				Lift Utilities Included
		Senior & Adult	<b>Lindsay</b> 20 Sussex St. S	Apt		✓ 	✓			Elevator Utilities Included
	Nayoro Place	Families	<b>Lindsay</b> 45 Durham St E	Town House			✓ 	✓		Utilities Included
	Red Pines	Families	<b>Lindsay</b> 92 Albert St S	Town House			✓ 	✓	✓	Utilities Included
		Families	<b>Lindsay</b> St David St	Detached Bungalow			✓	✓		Utilities NOT Included
		Families	<b>Lindsay</b> Colborne St	Detached Bungalow				✓		Utilities NOT Included
		Families	<b>Lindsay</b> Short Avenue	Detached Bungalow				✓		Utilities NOT Included
		Families	<b>Lindsay</b> Maryknoll Ave	Semi Detached			✓	✓	4&5 ✓	Hydro NOT Included
		Families	<b>Lindsay</b> Kawartha Drive	Semi Detached				✓		Hydro NOT Included
		Families	<b>Lindsay</b> Logie St	Semi Detached				✓	✓	Hydro NOT Included
		Families	<b>Lindsay</b> Northlin Park	Semi Detached				✓	✓	Hydro NOT Included
		Families	<b>Lindsay</b> King St	Detached Bungalow				✓		Hydro NOT Included
		Families	<b>Lindsay</b> Queen St	Detached Bungalow				✓		Hydro NOT Included
		Families	<b>Lindsay</b> Westwood Court	Semi Detached				✓	✓	Hydro NOT Included
		Families	<b>Lindsay</b> Mary & James	Two Storey Walk-up			✓	✓		Utilities Included
		Families	<b>Lindsay</b> Dominion Dr	Town House				✓	✓	Hydro NOT Included
	Dunoon Terrace	Alternative Housing Single Adults	<b>Lindsay</b> Wellington St.	Apt		✓ 				NO Elevator, Utilities Included
	Cottingham Court	Senior & Adult	<b>Omeme</b> 8 James St	Apt		✓				Lift Utilities Included

Building Selection		continued ...								
✓	Building Name	Tenant Type	Address	Bldg Type	Number of Bedrooms					Services
					B	1	2	3	4	
<b>Rent Supplement Housing:</b>		<b>In Private Landlord Buildings –rent is approximately 30% of gross income.</b>								
	Private Landlord	Persons with Mental Illness	<b>Bobcaygeon</b> 40 Main St	Apt		✓				NO Elevator Utilities Included
	Carew Park Apt	Senior, Adult & Families	<b>Lindsay</b> 2 Colborne St W	Apt		✓	✓	✓		Elevator Utilities Included
	Private Landlord	Senior & Adult	<b>Lindsay</b> 4 Colborne St W	Apt	✓	✓				NO Elevator Utilities Included
	Private Landlord	Senior & Adult	<b>Lindsay</b> 3 York St	Apt	✓	✓				NO Elevator Utilities Included
<b>Affordable Housing Units:</b>										
Affordable Housing Units have their rent set at 80% of the Current Average Market Rent for this area. In addition to the reduction in the Market Rent, a certain number of units can also qualify for a Housing Allowance. A Housing Allowance is an additional reduction in rent up to the current maximum. Only the Kawartha Participation Units listed at 65 Melbourne St. Lindsay are eligible for Rent Geared to Income.										
	FAILA. (2007) ☞ Smoke Free	<b>Seniors</b> Senior Victims of Domestic Violence OR Seniors with Mental Illness	<b>Fenelon Falls</b> 105 Lindsay St	Apt		✓ ♿	✓			Elevator Utilities Included Housing Allowance may be available
	Kawartha Lakes Haliburton Mental Health Services	Seniors & Adults with Disabilities	<b>Lindsay</b> 2 Hamilton St	Row Apts		✓ ♿				Utilities Included Housing Allowance available
	Community Care Village Housing ☞ Smoke Free	Seniors	<b>Lindsay</b> 65 Melbourne St W.	Apt		✓ ♿				Elevator Utilities Included Housing Allowance may be available
	Kawartha Participation Projects ☞ Smoke Free	Seniors & Adults with Disabilities		Apt		✓ ♿				Elevator Utilities Included Rent Geared to Income Available
	Kawartha Participation Projects	Seniors & Adults with Disabilities	<b>Lindsay</b> 2 Hamilton St	Apt		✓ ♿				Utilities Included Housing Allowance Available

Some Housing Providers offer units at market rent. Market rent waiting lists are independent lists managed by each Housing Provider. Please contact the applicable Housing Providers directly if you would like Market Rental Housing.

We do not have emergency housing but the following agencies may be able to assist you if you need emergency housing. Please contact them directly.

A Place Called Home  
705.328.0905  
1.866.565.5350

Victoria's Women's Shelter  
705.878.3662 Crisis Line  
1.800.565.5350

The John Howard Society  
705.328.0472

### 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
- opinions, evaluations, comments, social status, or disciplinary actions
- employee files, credit records, loan records, medical records, existence of a dispute between a landlord and a tenant, intentions (for example, to acquire goods or 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

The City of Kawartha Lakes and/or the individual Housing Provider will collect and obtain any or all your personal information, without limitation whatsoever, from any person or persons including but not limited to, any municipal, provincial or federal department, any agency that assists in the provision of social housing, any agencies, groups, societies, organizations or persons (social or otherwise) providing assistance in any form whatsoever to any member of the public, or any credit information company (the "Information Recipient"); and retain and use the personal information provided by you in this form 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
- meeting legal and regulatory requirements arising out of or relating to your tenancy
- for the use of the City of Kawartha Lakes and/or the individual Housing Provider auditor to verify our financial records
- for the purpose of contacting necessary services or your next-of-kin in case of emergency
- for the purpose of retaining housing due to social difficulties & financial difficulties

### Disclosure of Your Personal Information

The City of Kawartha Lakes and/or the individual Housing Provider 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 the Day Nurseries Act, or any government department responsible for social housing programs under the Social Housing Reform Act, or the City of Kawartha Lakes and/or the individual Housing Provider housing portfolio operating agreement
- Canada Revenue Agency for the purpose of confirming income and asset statements, at any time during the term of this application process to any agent working on behalf of the City of Kawartha Lakes and/or the individual Housing Provider for the purposes of complying with the *Social Housing Reform Act*,
- to Ontario Landlord and Tenant Board or divisional court
- to relevant agencies or next of kin in case of emergency
- to credit bureaus and other businesses 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 the City of Kawartha Lakes and/or the individual Housing Provider and
- to any relevant agencies regarding physical or mental health & financial assistance

**Declaration, Release and Consent ..... continued.....**

This consent is given under the provisions of the Personal Information Protection and Electronic Document Act. This consent is valid until revoked in writing. A Tenant may, at any time, request from the Landlord's Privacy Officer its complete Privacy Policy, and may request that the Privacy Officer provide information about the data collected and retained with respect to the Tenant or prospective Tenant, and may also obtain a Privacy Complaint Form for the purpose of resolving disputes with respect to the use of said information

**Consent**

I authorize and agree that the City of Kawartha Lakes and/or the individual Housing Provider may collect, use and disclose the personal information that I have provided in this form and its attachments as described above. I understand and acknowledge that, in addition to the foregoing, the City of Kawartha Lakes and/or the individual Housing Provider will also collect, use and disclose my personal information as required or permitted by law.

Name of applicant	Signature	Date
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Please Print

Name of spouse/partner	Signature	Date
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Names of Dependents(18 years & older)	Signature	Date