



Application for Affordable Housing in Ottawa

For Office Use Only

Date:

Rec. by:

Version française disponible.

This application is for affordable housing programs. The units provided in this program have been developed through the City of Ottawa's Affordable Housing program and are affordable to low and moderate-income households.

Your rent in the Affordable Housing program is **not** rent-geared-to-income. The units in this program are offered at or below the Average Market Rent.

In order to be eligible to apply for affordable housing units, your household income will need to fall within certain limits set by the City of Ottawa. Registry staff can advise you if you meet this requirement.

1. Eligibility Rules

To be eligible for affordable housing, you must meet all of the following conditions:

- All members of the household must be a Canadian citizen, Landed Immigrant, Refugee or Refugee Claimant.
- No member of the household is currently under a deportation, departure or exclusion order to leave Canada.
- At least 1 person in your household must be 16 years of age and older.
- No member of the household owes money to a social housing provider in Ontario or you have an agreement to repay this money.
- No member of the household has been convicted of an offence in relation to rent-geared-to-income assistance or found by a court of law or the Landlord and Tenant Board to have misrepresented their income for the purpose of rent-geared-to-income assistance.
- Your income and assets are within the allowable limits.
- If you own a house or rent any other property, you must agree to sell it or terminate the lease within 180 days of being housed.
- You must be able to live independently and make your own arrangements for support

2. Additional Information

- You must report any changes to this information directly to The Registry.
- You must update your application at least once per year with The Registry.
- **Failing to provide updated information may result in the cancellation of your file.**
- The system for selecting households is based on the date of your application.
- You are only entitled to **3 offers** of affordable housing. If all offers are refused the file will be cancelled.
- If you are on the waiting list for Rent-geared-to-income (RGI) housing, you will not lose your place if you accept an affordable housing unit.
- The information you give us on this form and your attached documents will be used to determine your eligibility for affordable housing. Some housing providers may need more information.

3. Instructions

- Please fill out all sections of the form. Please print, in ink.
- **You must provide proof of Canadian residency for all household members** (e.g. birth certificate, immigration documents, etc.)
- You may be requested to provide documents to verify any information you have included in your application.
- Read the “Release and Consent” and “Declaration”.
- **All household members must report and provide proof of their current income.**
- Return the form to:

The Registry	Phone: 613-526-2088
240 Catherine St., Suite 110	
Ottawa, Ontario K2P 2G8	

4. Household Information

Please provide information about **yourself and all other adults and children** who will live in the housing you are applying for. All household members listed **must** be available to move in at the time of offer.

This section **must** be filled out.

All household members must report and provide proof of their current income.

Last Name	First Name	Date of Birth D/M/Y	Sex M/F	Relationship to applicant	Gross Monthly Income	Income Source (work, pension, etc.) Notice of Assessment Required
				<i>Applicant</i>		
Is a baby expected? Yes No If Yes, date expected:						
Street No.	Street Name	Apartment No.	City / Province		Postal Code	
Social Insurance No. (Optional)		Home Telephone		Work/Daytime Telephone*		
Email Address:						
Present Landlord		Landlord Telephone		Monthly Rent		
Is this a social housing provider? Yes No						
Number of bedrooms in current unit:		How long have you lived at the above address?				
If you have lived at the above address for less than two years, provide previous address:						
Have you ever lived with a social housing provider? Yes No						
If yes, which one?			When did you vacate?			
Have you ever been evicted for cause from a social housing provider?					Yes	No
Are you a former member of the Canadian Armed Forces or RCMP?					Yes	No
Do you identify as Indigenous to Canada? Yes No						
If Yes, please select:		First Nations	Inuit	Métis	Prefer not to answer	
Other person to contact Name: Telephone:		Do you need an interpreter? Yes No		If Yes, person to contact: Telephone:		
Spoken language(s): English French		Preferred language for correspondence : English French				

5. Assets

Please fill in the value of any assets owned by you and each household member 16 years of age or older. If the total value of household assets is equal to or more than \$40,000 for a single person household or \$65,000 for a household with two or more people, you must attach proof.

Type of Asset	Household Member 1	Household Member 2	All Other Household Members (combine)
Bank Account (i.e. savings accounts, chequing accounts, Tax-Free Savings Accounts and Overseas or foreign accounts)	\$	\$	\$
Value of 2 nd or more Personal Vehicles (the market value of the vehicle minus any amount owing)	\$	\$	\$
Investments (i.e. stocks and bonds, term deposits, Guaranteed Investment Certificates, mutual funds, overseas or foreign investments, Tax-Free Savings Accounts)	\$	\$	\$
Real Estate Equity (i.e. residential and non-residential properties in Canada and in other countries)	\$	\$	\$
Life insurance (amount over \$100,000 for the household)	\$	\$	\$
Business assets (assets of a member, worth over \$20,000 that are necessary for the business and assets necessary for the operation of the business over \$20,000, i.e. business bank accounts, business property, business vehicle and taxi license.	\$	\$	\$
Trust fund for a person with a disability, over \$100,000 (the capital in the trust fund must come from an inheritance or a life insurance payment)	\$	\$	\$
Total	\$	\$	\$

6. Housing Preferences

The size of the unit you qualify for will depend on the size and special needs of your household.

There is a shortage of larger units, and larger households may be given priority for them.

Are you willing to have any of your children share a bedroom? Yes No

As a single person, would you also consider a bachelor apartment? Yes No

Do you require parking? (subject to availability and additional fees) Yes No

Do you or any member of your household have special housing needs due to:

serious health reasons or physical disabilities? Yes No If yes, who? _____

intellectual/developmental disability? Yes No If yes, who? _____

Supporting medical documents will be required for any request regarding special housing needs.

Wheelchair Modified Unit

Wheelchair Accessible Building

No carpeting

Other _____

7. Affordable Housing Providers

Please check the Affordable Housing Provider you are interested in (you may check more than one): SEE MAP, p. 8.

Note that some communities may have specific internal policies (i.e. pet policies, tenant insurance, satellite dishes, etc.) These will be clarified at the time of offer with individual housing providers.


 The community has been designated as Smoke-Free.

Central

Centretown Citizens Ottawa Corporation (CCOC)

Beaver Barracks - Argyle (*bachelor apts; 1, 2 bedroom apts.*) 

Beaver Barracks - Catherine (*bachelor apts.*) 


Beaver Barracks - Metcalfe (*bachelor apts; 1 bedroom apts.*) 


Clarence View (*bachelor apts.; 1, 2 bedroom apts.*)


Holland Properties (Mission)


Florence (*rooms*)


Ottawa Community Housing

Albert (*bachelor apts.; 1 bedroom apts.*) 

Beauséjour (*bachelor apts.; 1, 2, 3 bedroom apts.; 2, 3, 4 bedroom townhouses*) 

Blair House (*eniors ; bachelor apts; 1 bedroom apts.*) 

Cumberland (*1, 2 bedroom apts.*) 

Hartman/Somerset (*bachelor apts; 1, 2 bedroom apts.*) 

Strathcona Heights / Renovated Apartments (*2, 3 bedroom apts.*) 

Multifaith Housing Initiative

Kent House (*bachelor apts; 1 bedroom apts.*)

Somerset Gardens (*1 bedroom apts.*)

East

Multifaith Housing Initiative


Blake House (*bachelor apts.; 1, 2, 3 bedroom apts.*)

Unity Non-Profit Housing (formerly OCISO)

Presland (*3 bedroom townhouses*) 

Ottawa Community Housing


Carson-Paul (*3, 4 bedroom townhouses*) 


Carsons Rd (*1, 2, 3, 4 bedroom townhouses*) 

Crichton (*2 bedroom apts.*) 


Den Haag (*1, 2, 3 bedroom apts.; 4 bedroom townhouses*) 

Overbrook (*3, 4 bedroom townhouses*) 

Overbrook Quads (*1 bedroom apts.*) 

Richelieu Court (*2 bedroom apts.; 3 bedroom stacked townhouses*) 

Ottawa Community Housing operating as ARRIV Properties

Mikinak (*bachelor apts.; 1, 2, 3 bedroom apts.*) 

West

Centretown Citizens Ottawa Corporation (CCOC)

Forward (*bachelor apts.; 1, 2, 3 bedroom apts.*) 🚫

Primrose (*bachelor apts.*)

Ottawa Community Housing

Carlington (*Seniors 65+; 1 bedroom apts.*) 🚫

Edgeworth (*3 bedroom townhouses*) 🚫

Mooretown (*3 bedroom townhouses*) 🚫

Riddell (*2, 3 bedroom townhouses*) 🚫

Ron Kolbus Place (*bachelor apts., 1, 2, 3 bedroom apts.; 2, 3, 4 bedroom townhouses*) 🚫

Tweedsmuir (*3 bedroom townhouses*) 🚫

Ottawa Community Housing operating as ARRIV Properties

Mosaïq Ottawa (*Seniors 65+; bachelor apts., 1 bedroom apts.*) 🚫

Mosaïq Ottawa (*bachelor apts., 1, 2, 3 bedroom apts.; 2, 3, 4 bedroom townhouses*) 🚫

South

Ottawa Community Housing

Ashgrove (*3 bedroom apts.; 2, 3, 4 bedroom townhouses*) 🚫

Kilborn (*3, 4 bedroom townhouses*) 🚫

Perley and Rideau Veterans' Health Centre Seniors' Village

(*Seniors 65+; bachelor apts., 1 bedroom apts.*) 🚫

KDS Village (*Seniors 6 + only; bachelor apts., 1 bedroom apts. Modified apts 55+*) 🚫

Nepean

Hollyer House (*bachelor apts., 1, 2, 3 bedroom apts.*) 🚫

Nepean Housing

Dunbar Court (*bachelor apts.; 1, 2 bedroom apts.*) 🚫

Pallister Court (*1 bedroom stacked townhouses; 2, 3 bedroom townhouses*) 🚫

Multifaith Housing Initiative

The Haven (*1, 2, 3 bedroom apts.; 2, 3 bedroom townhouses*) 🚫

Gloucester

Gloucester Housing Corporation

Fiona Faucher Place (*1, 2, 3 bedroom stacked townhouses*) 🚫

Bruyère Village (*Seniors only; 1 bedroom apts.*) 🚫

Cumberland

Cumberland Non-Profit Housing

Coburn Heights (*2, 3, 4, 5 bedroom townhouses*) 🚫

Residence Hervé Joli - West Wing (*Seniors 65+, in Sarsfield; 1, 2 bedroom apts.*)

8. Housing Co-operatives

What is a housing co-op?

Housing Co-operatives, or co-ops, are different from other forms of non-profit housing. When you live in a housing co-op, you become a member. There is no landlord, the members manage the property themselves and vote on important matters at meetings. Co-op members must usually volunteer at least 4 hours per month.

Who lives in a housing co-op?

Co-ops are open to everyone. When you apply to live in a co-op, you will have to meet certain criteria that the co-op will verify during an interview. Some typical criteria are:

- commitment to participation in the community
- interest in co-op living
- financial responsibility
- interest in living in a diverse community
- willingness to follow co-op by-laws

Before your name is added to a co-op's waiting list for housing, there will be some **ADDITIONAL STEPS** to your application, such as:

- each co-op will require more information about you (you may have to fill out another more detailed form, available from the co-ops)
- some co-ops may ask you to come to an information session (you must attend an information session in order to be considered for housing at those co-ops)
- landlord and credit checks will be done by most co-ops
- you will be interviewed by members of each co-op that you apply to, to discuss the rights and responsibilities of living in a co-op. If your application is accepted, your name will be added to that co-op's waiting list for housing.

Please indicate the housing co-op(s) you wish to apply to:


South

McLean Cooperative

(1, 2 bedroom apts.; 3 bedroom townhouses)

Nepean

Eastern Ontario Christian Senior Citizens Housing Cooperative

(Seniors 65+ only, bachelor apts.; 1, 2 bedroom apts.) 

Kanata

Blue Heron Cooperative

(bachelor apts; 1, 2 bedroom apts.; 3 bedroom townhouses)

Here is your legal agreement with us. Please read it carefully, and sign in the space below.

9. Release and Consent; Declaration

Release and Consent

1. I understand that there are laws that allow The Registry to collect personal information about me.
2. I understand that The Registry will use the information I give them to see if I qualify for the housing I have applied for.
3. I allow The Registry 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, or the Housing Services Corporation for former tenant arrears 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 Registry 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 Registry to give the information on this form and any attachments to any government or body with whom The Registry has made an agreement under the *Affordable Housing Strategy* 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 Registry to a body listed above is confidential and will only be given in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and associated regulations.

Declaration

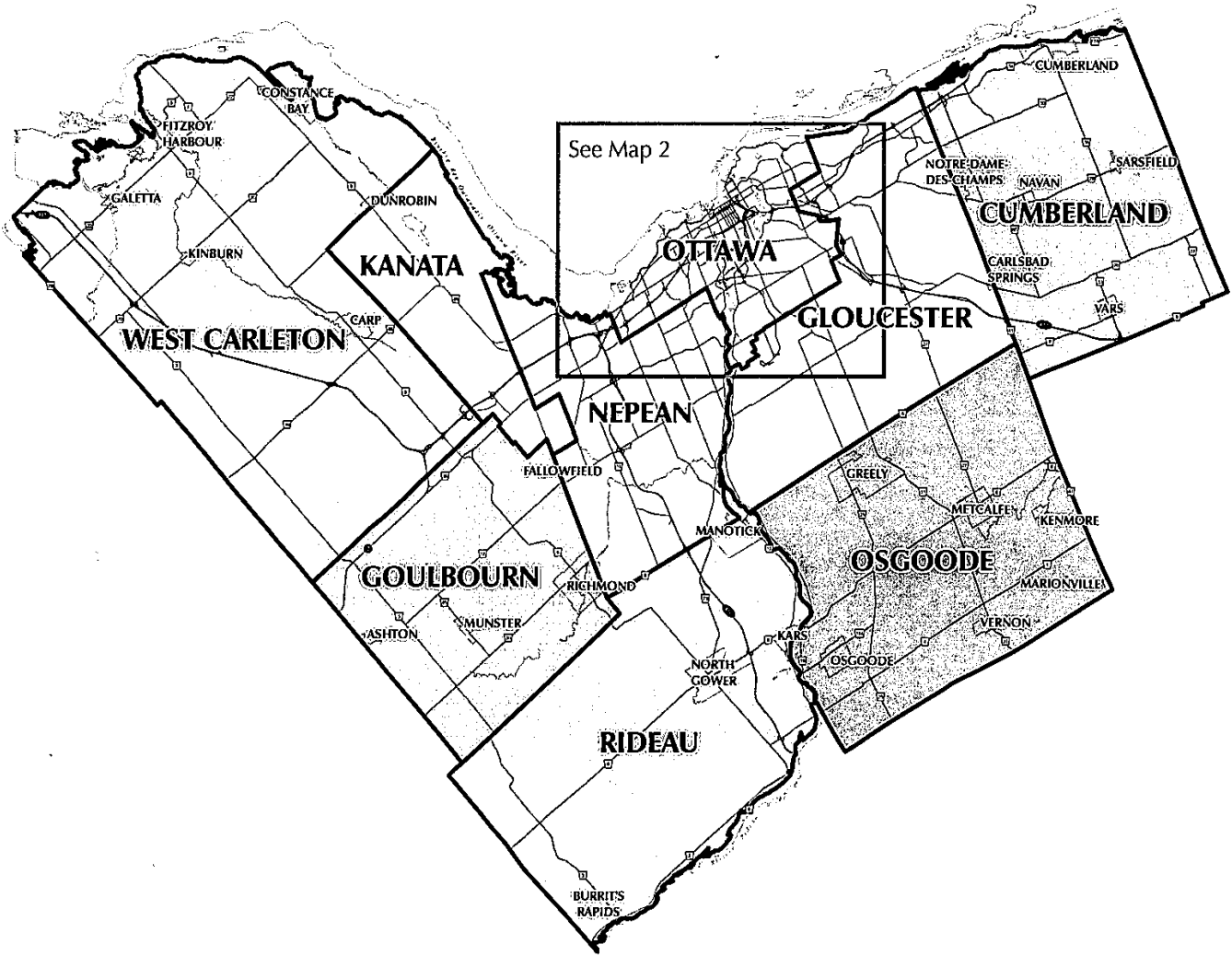
1. I give my word that everything I have written in this application is correct and complete.
2. I understand that all information I give to The Registry, as agent for the City of Ottawa as Service Manager, will be retained by them and they will give my information to the housing providers I have chosen.
3. If something on this application is incorrect or not true, The Registry or the housing providers I have applied to may request additional information, may cancel my application or both.
4. I understand that only the people I have listed on this application form may live with me in affordable housing.
5. I understand that The Registry 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 affordable housing 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 social housing provider.
8. I understand that I must report any changes to this information directly to The Registry.
9. I must update my application with The Registry at least once per year. **Failure to do so will result in the cancellation of your file.**

“Personal information contained in this form or in attachments is collected by The Registry pursuant to the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. F.31)* 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.”

The Privacy Officer for The Registry is the Executive Director. Questions or concerns about the use of your personal information may be directed in writing to our office at 240 Catherine St., Suite 110, Ottawa, K2P 2G8.

Please sign here

Date: _____



CITY OF OTTAWA / VILLE D'OTTAWA

Subsidized Housing Zones

SOCIAL HOUSING & SHELTER MANAGEMENT BRANCH
COMMUNITY AND SOCIAL SERVICES DEPARTMENT

