



# Application for Affordable Housing in Ottawa

## Affordable Housing

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 individuals and families. The program is not rent-geared-to-income housing as each resident is responsible for their full amount of rent each month.

In order to be eligible to apply for affordable housing units, your total household income will need to fall within certain limits set by the City of Ottawa. Rental amounts are based on the Average Market Rents issued by the Canada Mortgage and Housing Corporation and not based on your individual household income. Registry staff can advise you if you meet this requirement.

The units in this program are offered at or below the Average Market Rent with ranges found in the table below.

<b>Unit Size</b>	<b>Rent Range</b>
Bachelor	\$932 - \$1,331
One bedroom	\$822 - \$1,594
Two bedrooms	\$1,161 - \$1,926
Three bedrooms	\$1,416 - \$2,203
Four bedrooms	\$1,480 - \$2,422
Five bedrooms	\$1,591 - \$2,664

# General Eligibility Rules

Eligibility for Affordable Housing is based on a number of requirements. Based on the information you provide and any additional supporting documents that may be needed, The Registry will determine your eligibility.

## To be eligible for Affordable Housing:

- At least 1 person in your household must be 16 years of age and older and able to live independently meaning that person can carry out normal essential activities of day to day living on their own or with the aid of support services when required; and
- Each member of the household must:
  - be a Canadian citizen,
  - have made an application for status as a permanent resident or be Landed Immigrant, or
  - have made a claim for refugee protection (Refugee Claimant).

## Households will be ineligible or cease being eligible for Affordable Housing in certain circumstances including:

- If a member of the household is currently under a deportation, departure, or exclusion order to leave Canada;
- If a member of the household owes money with respect to a previous social housing tenancy, unless the matter has been addressed or resolved;
- If a member of the household fails to provide updated information and documents or notify us about changes;
- If the household's income and assets are above the allowable limits;
- If a member of the household has been convicted of an offence in relation to RGI assistance or found by a court of law or the Landlord and Tenant Board to have misrepresented their income for the purpose of RGI assistance;
- If a member of the household owns a house or rents any other property, you must agree to sell it or terminate the lease within 180 days of being housed.

# How to Complete the Application:

1. Print clearly in ink.
2. Read and complete **all** sections of the application form.
3. Attach photocopies of all the documents required. Use the checklist at the back of the application to make sure you have included everything.
4. Mail or deliver your application to The Registry at:

240 Catherine St., Suite 110  
Ottawa, ON, K2P 2G8
5. If you need help with the form, please call us at 613-526-2088. You may also visit our website at [www.housingregistry.ca](http://www.housingregistry.ca) for additional information on the application process.

## Important Information

- Applications will **not** be considered complete until **all** required information and documentation has been received.
- You **must** notify us of any changes in your address, telephone number, income, assets or household size within 31 days.
- You **must** update your application with The Registry at least once per year.
- You will only receive **3 offers** of affordable housing. If you refuse these offers, you will be **removed** from the affordable housing waiting list.
- If you have any special requirements or limitations, please identify them in section 7 and provide supporting documentation.

## Section 1: Main Applicant Information

Last Name	First Name	Middle Name
Gender	Date of Birth (mm/dd/yy)	Social Insurance Number (optional)

What is your status in Canada? (copy of proof required)

Canadian Citizen

Permanent Resident or applied for Permanent Resident Status

Landed Immigrant

Refugee Claimant

Other:

Is at least one member of the household, over the age of 16, able to live independently with or without supports?

Yes      No

If yes, who?

### Telephone and Email

Home	Cell	Work
Email		

**Answering the following voluntary, self-identification questions helps design programs and services for specific populations.**

Ethnicity	Marital Status				
Do you identify as Indigenous to Canada?		Yes	No		
If Yes, please select:		First Nations	Inuit	Métis	Prefer not to answer
<i>You may qualify for housing programs specifically for Indigenous peoples.</i>					
Are you, or someone in your household, a former member of the Canadian Armed Forces or RCMP?		Yes	No		
<i>You may qualify for housing programs specifically for veterans.</i>					
<b>Alternate Contact Information</b>					
Last Name	First Name	Relationship			
Telephone No.	Email				
To make sure that you don't lose eligibility, do we have your permission to speak to this person about the confidential information in your application if we can't reach you directly?				Yes	No
<b>Communication Preferences</b>					
Services and communications are available in both English and French. Interpretation services may be available in certain circumstances.					
Choose one preferred language for correspondence:	English	Spoken Language(s):	English French Neither		
French					
Do you need an interpreter?	Yes	No			
Interpreter Name	Telephone No.	Language			
Your interpreter will be contacted to help with your communication needs.					

## Section 2: Co-Applicant Information

## What is your relationship to the Main Applicant?

Last Name	First Name	Middle Name
Gender	Date of Birth (mm/dd/yy)	Social Insurance Number (optional)

What is your status in Canada? (copy of proof required)

Canadian Citizen      Permanent Resident or applied for Permanent Resident Status  
Landed Immigrant      Refugee Claimant  
Other:

## Telephone and Email

Home	Cell	Work
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## Email

**Answering the following voluntary, self-identification questions helps design programs and services for specific populations.**

Ethnicity	Marital Status
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Do you identify as Indigenous to Canada? Yes No

If Yes, please select:  First Nations  Inuit  Métis  Prefer not to answer

*You may qualify for housing specifically for Indigenous peoples.*

## Section 3: Other Household Members

List **all other** people that will live with you.

You **must** include proof of status in Canada for each member of this household.

Please include additional household members on a separate piece of paper.

Do you share custody of the children listed on this application (if applicable)?  Yes  No

*If Yes, please provide verification in the form of a court order or notarized agreement.*

Is any member of your household pregnant? Yes No

If Yes, when is the baby due? \_\_\_\_\_ (a doctor's note is required to confirm pregnancy)

## Section 4: Address Information

### Current Address

Street No.	Street Name	Unit No.
City	Province	Postal Code
Current Living Situation:      Rent      Own      Living with friends/family      Other _____		
Present Landlord	Landlord Telephone No.	Monthly Rent
Is this a social housing provider?      Yes      No		
Is this a subsidized unit?      Yes      No		
If Yes, what type of subsidy?      Rent-Geared-to-Income      Housing Benefit      Not sure		
Why are you applying for housing? (you may select more than one reason)		
Affordability	Location	Medical/Health Reasons
Safety Reasons	Need a smaller/Larger Unit	Other: _____

### Mailing Address (if different from current address)

Street No.	Street Name	Unit No.
City	Province	Postal Code

### Previous Address – If you have lived at above address for less than two years

Street No.	Street Name	Unit No.	
City	Province	Postal Code	
Previous Landlord	Telephone No.	Move In Date	Move Out Date

## Section 5: Household Income Information

List all monthly income sources (before deductions) for you and each person in your household 16 years of age and older.

Documentation to verify income **must be attached** to the application. Provide the most recent Notice of Assessment issued by the Canada Revenue Agency for all household members 16 years and older.

Name of Household Member	Source of Income (i.e.: employment, pension, OW, ODSP, OSAP, etc.)	Gross Monthly Income (income before deductions)	Full-time Student?
			Yes

You may be required to pursue income from one or more of the following sources: Ontario Works, Employment Insurance, support payments, or any pension or support payments required under a sponsorship agreement.

*Failure to pursue a specific type of income within the required time frame will result in a decision of ineligibility at the time of a housing offer.*

## Section 6: Household Asset Information

## Are all members of the household in receipt of OW or ODSP?

**Yes - Do not complete this section. Proceed to Section 7 of the application.**

**No** - List all assets owned by you and each household member 16 years of age and older that are not in receipt of OW or ODSP.

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.

## Asset Types

- ❖ **Bank Accounts**
  - i.e. savings accounts, chequing accounts, Tax-Free Savings Accounts, overseas or foreign accounts.
- ❖ **Value of 2<sup>nd</sup> or more Personal Vehicles**
  - the market value of the vehicle(s) minus any amount owing. If you do not know the value, please provide the make, model, year and odometer reading along with 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**
  - policies with a cash surrender value of 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 funds**
  - i.e. value of the beneficial interest in a trust of a member of the household.

## Section 7: Housing Preferences

**The size of unit you qualify for depends on the size and special needs of your household.**

As a single person, you qualify for a 1 bedroom apartment. Would you also consider:  
a bachelor apartment? Yes No  
a single room in a rooming house? Yes No

There is a shortage of larger units, and larger households may be given priority for them.  
Are you willing to have your children share a bedroom? Yes No

If you are 60 years of age or older, would you prefer senior housing communities? Yes No

Do you own a vehicle that requires a parking spot? Yes No  
*Parking is subject to availability and additional fees*

### Accessible/Accommodation Housing Requirement

If you have any special requirements due to health issues, or limitations, please identify them below and provide supporting documentation:

Special Requirements or Limitations:

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If these change, you must inform us.

Certain housing providers have social housing units that have been modified to accommodate people with physical disabilities. These units have varying degrees of modifications such as roll-in showers, lowered counters, and widened doorways.

Do you, or someone in your household, require an accessible/modified unit? Yes No

If Yes, I am attaching a "Questionnaire for Applicants Requiring Modified/Accessible Units" form, completed by a licensed physician. The form is available at [www.housingregistry.ca](http://www.housingregistry.ca). You can also pick one up at The Registry office, or have one mailed to you by calling 613-526-2088.

Do you, or someone in your household, have an intellectual/developmental disability? Yes No

If Yes, who?

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*You may qualify for housing programs specifically for people with an intellectual/developmental disability.*

## Section 8: Community Selections

The Registry will determine what size(s) of unit you qualify for based on the number of people in your household. Complete this section to choose where you would prefer to live, and if eligible, you will be placed on the waiting list of the communities you have selected.

Additional information about housing providers and their communities can be found at [www.housingregistry.ca](http://www.housingregistry.ca) and at <https://registry.softr.app>.

If you have any special requirements or limitations, please identify them in section 7 and provide supporting documentation.

Some housing providers will have specific internal policies such as tenant insurance requirements and pet policies. These will be explained by the housing provider at the time of offer.

Offers are usually made by email and/or telephone during standard business hours.

### **You are only entitled to 3 offers of affordable housing.**

If all offers are refused, for reasons that are not identified as special requirements or limitations above and/or the reasons are not considered valid by The Registry, you will be **removed** from the affordable housing waiting list. You will have to re-apply, with a new application date, to receive more offers.

If you accept an offer of housing, you will no longer be on the affordable housing waiting list. 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.

### **Types of Affordable Housing**

1. Non-Profit Housing	These properties are owned by service clubs, faith groups, ethnic organizations, community agencies or municipal governments.
2. Housing Co-operatives	Housing Co-operatives, or co-ops, differ from other forms of non-profit housing providers as residents are members who manage the property themselves. Members of a co-op are expected to participate in the operation of their co-operative. This may be accomplished by serving on the Board of Directors, a committee, or contributing to the tasks involved in the maintenance of the property.

Here are the terms used on the Community Selections area of the form.

Household Type		Building Type		Unit Size(s)			
All	All household types can apply	APT	Apartments	Bach	Bachelor		
Senior 60+	Seniors 60 or older	TH	Townhouses	BR	Bedroom(s)		
Senior 65+	Seniors 65 or older	STH	Stacked Townhouses				
		RH	Rooming House				
	The wheelchair symbol means the housing community has one or more wheelchair accessible units. If there are wheelchair accessible units at the site, the available bedroom sizes are listed in this column.						
	The no smoking symbol means that tenants who move in after the site went smoke free cannot smoke in their units. If you apply to this site, you will not be able to smoke in your unit or the building.						

## Urban Housing Providers

Select your preferred location(s) by checking the box beside the community name.

Review your selections carefully. We encourage you to choose more than one community, as this may reduce wait times.

### Ottawa Central

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
<input checked="" type="checkbox"/>						

### Centretown Citizens Ottawa Corporation (CCOC)

Beaver Barracks - Argyle	All	APT	Bach, 1, 2 BR	1 BR	
Beaver Barracks - Catherine	All	APT	Bach		
Beaver Barracks - Metcalfe	All	APT	Bach, 1 BR	1 BR	

### Clarence View

Clarence View	All	APT	Bach, 1, 2 BR	Bach, 1 BR	
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### Holland Properties (Mission)

Florence	All	RH	Room		
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### Multi-faith Housing Initiative

Kent House	All	APT	Bach, 1 BR		
Somerset Gardens	All	APT	1 BR		

## Ottawa Community Housing (OCH)

Albert	All	APT	Bach, 1 BR		<input checked="" type="checkbox"/>
Beauséjour - APT	All	APT	Bach, 1, 2, 3 BR		<input checked="" type="checkbox"/>
Beauséjour - TH	All	TH	2, 3, 4 BR		<input checked="" type="checkbox"/>
Blair House	Senior 60+	APT	Bach, 1 BR		<input checked="" type="checkbox"/>
Cumberland	All	APT	1, 2 BR	1 BR	<input checked="" type="checkbox"/>
Hartman/Somerset	All	APT	Bach, 1, 2 BR	1 BR	<input checked="" type="checkbox"/>
Strathcona Heights/Renovated APT	All	APT	2, 3 BR		<input checked="" type="checkbox"/>

## Ottawa East

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community 	Smoke free
<input checked="" type="checkbox"/>						

### Multi-faith Housing Initiative

Blake House	All	APT	Bach, 1, 2, 3 BR		
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## Ottawa Community Housing (OCH)

Carson-Paul	All	TH	3, 4 BR		<input checked="" type="checkbox"/>
Carsons Rd	All	TH	1, 2, 3, 4 BR	4 BR	<input checked="" type="checkbox"/>
Crichton	All	APT	2 BR	2 BR	<input checked="" type="checkbox"/>
Den Haag - APT	All	APT	1, 2, 3 BR	1 BR	<input checked="" type="checkbox"/>
Den Haag - TH	All	TH	4 BR	4 BR	<input checked="" type="checkbox"/>
Overbrook	All	TH	3, 4 BR		<input checked="" type="checkbox"/>
Overbrook Quads	All	APT	1 BR		<input checked="" type="checkbox"/>
Richelieu Court - TH	All	STH	2, 3 BR		<input checked="" type="checkbox"/>

## Ottawa Community Housing operating as ARRIV Properties

Mikinàk	All	APT	Bach, 1, 2, 3 BR	Bach, 1, 2, 3 BR	<input checked="" type="checkbox"/>
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## Unity Non-Profit Housing

Presland	All	TH	3 BR		<input checked="" type="checkbox"/>
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## Ottawa West

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
✓						

### Centretown Citizens Ottawa Corporation (CCOC)

	Armstrong/Carruthers	All	APT	1, 2, 3 BR	1, 2 BR	
	Carruthers	All	APT	1, 3 BR	1, 3 BR	
	Forward	All	APT	Bach, 1, 2, 3 BR		
	Primrose	All	APT	Bach		

### Ottawa Community Housing (OCH)

	Carlington	Senior 65+	APT	1 BR	1 BR	
	Edgeworth	All	TH	3 BR		
	Mooretown	All	TH	3 BR		
	Riddell	All	TH	2, 3 BR		
	Ron Kolbus Place - APT	All	APT	Bach, 1, 2, 3 BR	2, 3 BR	
	Ron Kolbus Place - TH	All	TH	2, 3, 4 BR		
	Tweedsmuir	All	TH	3, 4 BR		

### Ottawa Community Housing operating as ARRIV Properties

	Mosaïq Ottawa – Seniors APT	Senior 65+	APT	Bach, 1 BR	1 BR	
	Mosaïq Ottawa - APT	All	APT	Bach, 1, 2, 3 BR	Bach, 1, 2, 3 BR	
	Mosaïq Ottawa - TH	All	STH	2, 3, 4 BR		

## Ottawa South

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
✓						

### Ottawa Community Housing (OCH)

	Ashgrove	All	TH	2, 3, 4 BR	3 BR	
	Kilborn	All	TH	3, 4 BR		

## Other Housing Providers

	KDS Village	Senior 60+	APT	Bach, 1 BR	1 BR (55+)	
	Perley & Rideau Veterans' Seniors Village	Senior 65+	APT	Bach, 1 BR		

## Nepean

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
						

## Multifaith Housing Initiative

	The Haven - APT	All	APT	1, 2, 3 BR	1, 2 BR	
	The Haven - TH	All	TH	2, 3 BR	3 BR	

## Nepean Housing Corporation

	Dunbar Court - APT	All	APT	Bach, 1, 2 BR	Bach, 1, 2 BR	
	Pallister Court	All	TH	1, 2, 3 BR	1, 3 BR	

## Other Housing Providers

	Hollyer House	All	APT	Bach, 1, 2, 3 BR	1 BR	
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## Housing Co-operatives

	Eastern Ontario Christian Senior Citizens Housing Cooperative	Senior 65+	APT	Bach, 1, 2 BR		
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## Kanata

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
						

## Housing Co-operatives

	Blue Heron Co-operative - APT	All	APT	Bach, 1, 2 BR		
	Blue Heron Co-operative - TH	All	TH	3 BR		

## Gloucester

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
✓						

### Multifaith Housing Initiative

	Fiona Faucher Place	All	STH	1, 2, 3 BR	2 BR	
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### Other Housing Providers

	Bruyère Village	Senior 60+	APT	1 BR		
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### Housing Co-operatives

	McLean Co-operative - APT	All	APT	1, 2 BR	1 BR	
	McLean Co-operative - TH	All	TH	3 BR		

## Cumberland

	Community	Household Type	Building Type	Unit Size(s) in Community	Modified/ Accessible Unit Size(s) in Community	Smoke free
✓						

### Cumberland Non-Profit Housing

	Cobourn Heights	All	TH	2, 3, 4, 5 BR		
	Residence Hervé Joli – West Wing (in Sarsfield)	Senior 65+	APT	1, 2 BR	1 BR	

## Section 9: Consent

All people listed on this form who are 16 years of age and older must sign this form.

### Consent to Collect, Use and Disclose Personal Information

By signing and submitting this application, you agree to share information with The Registry to confirm your initial and ongoing eligibility for affordable housing.

1. I consent to the sharing of my personal information set out in this application form and any attachments by The Registry to:
  - the City of Ottawa, Employment and Social Service Centres;
  - 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.
2. I understand that by signing this consent the information will only be shared if it is necessary for the purpose of making decisions or verifying eligibility for assistance under the *Housing Services Act, 2011*.
3. 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*.
4. I allow The Registry to give the information on this form and any attachments to the City of Ottawa, as Service Manager, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or affordable housing program.
5. 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 *Housing Services Act, 2011* and associated regulations, as well as the Municipal Freedom of Information and Protection of Privacy Act, since The Registry is an agent of the City of Ottawa for the purpose of administering the waiting list for affordable housing.

“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) and under the legal authority of the *Housing Services Act, 2011*, for the purpose of administering Government of Ontario social assistance programs and/or City of Ottawa social programs. This information may be used to determine eligibility for housing applied to, continuation of housing and may be used for the appropriate housing 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, ON, K2P 2G8.

## Section 10 - 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 and to see if I continue to qualify for affordable housing.
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 may result in the cancellation of your file.**

Please sign here to indicate your agreement with the *Consent* and *Declaration* above (include signatures of all household members 16 years of age and older).

1	Signature	Date	2	Signature	Date
3	Signature	Date	4	Signature	Date
5	Signature	Date	6	Signature	Date
7	Signature	Date	8	Signature	Date

## Application Checklist - Is your application complete?

Use this checklist to make sure that you have completed the form and have attached all the required documents.

	Completed all sections of the application.
	Provided photocopies of proof of status in Canada for all members of the household.
	Provided confirmation of pregnancy from a medical professional (if applicable).
	Provided a photocopy of the most recent Notice of Assessment (NOA) issued by the Canada Revenue Agency for all household members 16 years of age and older.
	Provided most recent statement of OW or ODSP (if applicable).
	Provided photocopies of asset information 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.
	All household members 16 years of age and older have read, understood, and signed <i>Section 10 – Consent and Section 11 – Declaration</i> .
	Provided documents regarding the custody of children listed on this form, i.e. court order or notarized written agreement that details the custody arrangements (if applicable).
	Provide verification of full time studies for any member of your household (aged 16 and over) who is a full time student (if applicable).

**Incomplete applications will not be processed until all required information and documentation has been received.**