

## Instructions for Application for Market Rent Units

Please read the following instructions carefully

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This application is for Market Rent accommodation. Market Rent is NOT geared to your income and accepting a Market Rent unit will NOT shorten your wait for subsidized housing. Page 11 through 15 of this application lists all CityHousing properties that have Market Rent units and the amount of rent payable.

Please do not select any properties that would require you to pay more than 50% of your gross monthly household income. CityHousing Hamilton will not place you on the waitlist for any properties that would require this.

If you cannot afford to pay market rent please go to Access to Housing (ATH) located at #110 - 350 King Street East and obtain an application for subsidized housing.

**If your application is not completely filled in or documents are missing, it will be returned to you for further information and your application WILL NOT be processed.**

**CityHousing Hamilton has two refusal policy on our market rent units.** This means that you can refuse up to two offers of housing before being removed from the waiting list. If you have two refusals or if you do not respond to an offer of housing for a property that you have selected (on two different occasions) your application will be cancelled and you will have to reapply, with a new application date. You will then wait until your name reaches the top of the wait list before receiving another offer.

**Please remember if your information changes it is up to you to notify CityHousing Hamilton to update your information.**

Before submitting your application, please make sure that you have included the following information:

### **Application Form**

Your application form must be **completely** filled out and signed by every member of your household who is 18 years of age and over (except the witness' signature).

**If you need additional space add additional paperwork to application.**

### **Rental History**

You must provide a minimum of 5 years detailed information about your rental history. You must provide enough information so that CityHousing Hamilton can contact the landlords you have listed on your application form for more information about your rental history.

## **Credit References**

The Market Rent Division of CityHousing Hamilton may obtain a credit check from **Transunion**. If we are unable to obtain any information, we may request additional information from you.

## **Assessment of Ability to Pay Rent - Income Verification**

You must include proof of current income for all household members listed on the application form. **Current income documentation must include ONE of the following:**

- a) 1 month of recent paystubs for each employed member of your household, showing their gross income; **or**,
- b) a recent cheque stub from social assistance; **or**,
- c) letter from Service Canada listing pensions; **or**,
- d) most recent Notice of Assessment from Revenue Canada; **or**,
- e) for self-employed members of the household income verification from a certified accountant or a certified copy of your most recent tax assessment including your T2125; **or**,
- f) a letter of employment for each employed member of your household, stating
  - 1. the name, address and phone number of the employer
  - 2. gross annual salary
  - 3. length of employment

## **Personal Identification**

You must provide **two (2)** pieces of identification for each household member 18 years of age and over.

- 1. Copy of documentation that provides proof of Status in Canada.
- 2. One copy of photo identification.

## **Contact Information**

**General Inquiries:** 181 Main St. W., Hamilton, ON L8P 4S1  
**Phone:** 905-523-8496 ext. 5385  
**Email:** [chtenantplacement@hamilton.ca](mailto:chtenantplacement@hamilton.ca)

## **Important Information**

1. If your application is accepted, we will keep it on file for one year. It is your responsibility to contact the Market Rental office to keep the application active.
2. Units are rented on a first come first serve basis, when your **completed** application is received in our office, we will date stamp it and your application will become active.
3. Some properties may have waiting list for parking spots or may not provide parking at all.

### **CityHousing Hamilton – Smoke Free Policy**

All CityHousing Hamilton properties are now non-smoking.

**You may not smoke or vape** within 9 metres of any CityHousing building / property **including within your own units**, balconies and front & back yards of townhouses

**Please keep pages 1 to 3 for your records**

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**Applicant:** First & Last Name \_\_\_\_\_

Address \_\_\_\_\_ Unit #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email: \_\_\_\_\_

Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

**Co-Applicant:** First & Last Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**Address if different than Applicants**

Address \_\_\_\_\_ Unit #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

**Other Members of Household**

First & Last Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

First & Last Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Gender: Female  Male  Other

Preferred pronouns: he / him  she / her  Other (please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Status in Canada \_\_\_\_\_  
(day/month/year) (Citizen, Landed Immigrant, etc.)

**Rental History – Minimum 5 year of history**

**Applicant - Current Address** \_\_\_\_\_ Unit #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Utilities extra.....yes  no

Date you moved in \_\_\_\_\_ Date you plan to move out \_\_\_\_\_

Reason for moving out \_\_\_\_\_

**Applicant - Former Address** \_\_\_\_\_ Unit #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Utilities extra.....yes  no

Date you moved in \_\_\_\_\_ Date you moved out \_\_\_\_\_

Reason for moving out \_\_\_\_\_

**Applicant - Former Address** \_\_\_\_\_ Unit #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Utilities extra.....yes  no

Date you moved in \_\_\_\_\_ Date you moved out \_\_\_\_\_

Reason for moving out \_\_\_\_\_

**Co-Applicant** Same as above: yes  no  - if no, complete below

**Co-Applicant - Current Address**

**Address** \_\_\_\_\_ Unit #: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Monthly Rent \_\_\_\_\_ Utilities extra.....yes  no

Date you moved in \_\_\_\_\_ Date you plan to move out \_\_\_\_\_

Reason for moving out \_\_\_\_\_

**Co-Applicant - Former Address** \_\_\_\_\_ Unit #: \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Landlord Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ Utilities extra.....yes  no   
 Date you moved in \_\_\_\_\_ Date you moved out \_\_\_\_\_  
 Reason for moving out \_\_\_\_\_

**Co-Applicant - Former Address** \_\_\_\_\_ Unit #: \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Landlord Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Monthly Rent \_\_\_\_\_ Utilities extra.....yes  no   
 Date you moved in \_\_\_\_\_ Date you moved out \_\_\_\_\_  
 Reason for moving out \_\_\_\_\_

**Income / Employment History – This section must be completed or your application will be rejected**

**Applicant Name:** \_\_\_\_\_

Monthly Sources of Income Total monthly Income \$ \_\_\_\_\_

- Employment \$ \_\_\_\_\_  ODSP / OW \$ \_\_\_\_\_
- Self Employed \$ \_\_\_\_\_  Private Pension(s) \$ \_\_\_\_\_
- Child Tax Benefit \$ \_\_\_\_\_  CPP & OAS \$ \_\_\_\_\_
- Mthly Support payment(s) \$ \_\_\_\_\_  Housing Allowance \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_ **please specify**

**Co-Applicant Name:** \_\_\_\_\_

Monthly Sources of Income Total monthly Income \$ \_\_\_\_\_

- Employment \$ \_\_\_\_\_  ODSP / OW \$ \_\_\_\_\_
- Self Employed \$ \_\_\_\_\_  Private Pension(s) \$ \_\_\_\_\_
- Child Tax Benefit \$ \_\_\_\_\_  CPP & OAS \$ \_\_\_\_\_
- Mthly Support payment(s) \$ \_\_\_\_\_  Housing Allowance \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_ **please specify**



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**CHECK LIST – See page 1 for instructions / information**

- All information entered on application form.....
  - Building selection form.....
  - Verification of Income .....
  - 5 years of landlord history.....
  - Application form signed by all household members 18+ years .....
  - 2 pieces of identification for all household members 18+ years.....
- 

**RELEASE AND CONSENT**

**Here is your legal agreement with us. Read it carefully and sign.**

I understand that there are laws that allow CityHousing Hamilton **to collect personal information about me**. I understand that CityHousing Hamilton will use the information I give them to see if I qualify for Market Rent housing.

**I give CityHousing Hamilton permission to check the information** that I have given them with the person or agency who can confirm the information. If I receive social assistance, live or have lived in subsidized housing, I allow CityHousing Hamilton to give the information on this form to the social assistance office.

**Declaration**

I give my word that everything I have written in this application is correct and complete. I understand that all information I give to CityHousing Hamilton will belong to them. If something on this application form is incorrect or not true, CityHousing Hamilton may cancel my application; take legal action; or both. I understand that only the people I have listed here may live with me. I give my word that I am in Canada legally. Before I can receive housing, I understand that I must pay back or make arrangements to pay any money I owe to any private landlord or subsidized housing agency.

Applicant Name: (please print) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: Name (Print Please) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration - Cont'd**

Co-Applicant Name: (please print) \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: Name (Print Please) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatures of household members age 18 years and over.**

**Household Member Name:** (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Household Member Name:** (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Household Member Name:** (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to the Housing Services Act, 2011, the information on this form will be used to determine your eligibility and suitability for housing with CityHousing Hamilton and is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this collection may be made to the MFIPPA Coordinator, 181 Main Street West 23<sup>rd</sup> floor, Hamilton, Ontario.

If, at first, you get an apartment that is not subsidized and later your income decreases, you may apply to have your name put on Access to Housing's waiting list for subsidized housing.

If you owe any money to a private landlord or to a non-profit housing agency, including CityHousing Hamilton we will not be able to accept your application until payment in full is shown or you can provide proof that you have made arrangements to pay back the landlord.

## Building Selection Form

**Instructions:** There are two separate forms one for Senior bldgs. AND one for all other buildings

- Check the box beside the address you would like to apply for.
- Parking – some properties may have waiting lists for parking spots or may not provide one at all.

**A = apartment / S = semi-detached / T = townhouse / m = modified**

Senior Buildings					
Check Box	Address	Unit Type	Number of bedrooms	2024 Monthly Rent	Notes
<input type="checkbox"/>	<b>280 Fiddler's Green</b> (Must be 59 ½ to apply)	A	Bachelor	\$602	
<input type="checkbox"/>	<b>360 King St. E. (1<sup>st</sup> Place)</b> (Must be 55 + to apply)	A	Bachelor	\$524	
<input type="checkbox"/>		A	1	\$820	
<input type="checkbox"/>		Am	1	\$838	modified
<input type="checkbox"/>	<b>500 MacNab St. N.</b> (Must be 59 ½ to apply)	A	Bachelor	\$744	

All Age Buildings					
Check Box	Address	Unit Type	Number of bedrooms	2024 Monthly Rent	Notes
<input type="checkbox"/>	89 King St. E.	A	1	\$846	no parking
<input type="checkbox"/>	95 King St. E.	A	1 large	\$991	no parking
<input type="checkbox"/>		A	1 med	\$933	no parking
<input type="checkbox"/>		A	1 small	\$905	no parking
<input type="checkbox"/>	211 King St. E.	A	1	\$905	
<input type="checkbox"/>	1781 King St. E.	A	1	\$857	no elevator

## **REMINDER**

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**Please remember if your information changes it is up to you to notify CityHousing Hamilton to update your information.**

**Rental amounts are subject to change each year.**