



APPLICATION FOR MARKET RENT INSTRUCTIONS

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. 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 or over (except the witness' signature). Use **reverse side if more space required**.

ASSESSMENT OF ABILITY TO PAY RENT

Income Verification: You must include proof of current income and 5 year history for all household members listed on the application form. Current income documentation ***must include:***

- a) a recent pay stub which shows your gross income

and

a letter of employment for each employed member of your household, stating:

- i. the name, address and phone number of the employer;
- ii. gross annual salary
- iii. length of employment.

and/or

- b) a recent cheque stub from social assistance with a copy of your Drug Card, pensions or other sources of income

and/or

- c) income verification from a Certified Accountant or a certified copy of your most recent tax return if you are self-employed.

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.

PERSONAL IDENTIFICATION

You must provide ***two*** (2) pieces of identification for each household member 18 years of age or older:

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

You may return your application with ***all*** appropriate documentation, as mentioned in these instructions, by mail, fax, or in person to:

CITYHOUSING HAMILTON
Market Rental Office
181 Main Street West, 1st Floor
Hamilton ON L8N 4E5
Tel: 905-523-8496 Ext. 7874
Cell: 289-921-RENT (7368)
Fax: 905-546-3234

Office Hours:

Monday to Friday, 8:30 a.m. to 4:30 p.m.

Website:

www.cityhousinghamilton.com

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.

NOTE: If your application is not completed filled in or documents are missing, it will be returned to you for further information.



APPLICATION FOR MARKET RENT ACCOMMODATION

APPLICATION INFORMATION	
First Name	Last Name
Current Address	City and Postal Code
Daytime Phone Number	Evening Phone Number

HOUSING PREFERENCE
What is your anticipated move-in date?
List the building addresses or areas that you are interested in:

How many bedrooms do you need: 1 Bedroom 2 Bedrooms 3 Bedrooms 4 Bedrooms

A Guarantor will be required for rent higher than what you can afford. Guarantor forms are available from the CityHousing Hamilton Market Rental office.

APPLICANT AND HOUSEHOLD INFORMATION

Complete the following for yourself and all of the people who live with you. Use extra paper if required.

First & Last Name	Relationship to Applicant <small>eg. Spouse</small>	Date of Birth DD/MM/YY	M or F	Status in Canada: <small>Citizen, Landed Immigrant, etc.</small>	Social Insurance Number

APPLICANT AND HOUSEHOLD INFORMATION – Minimum 5 Year History
--

Complete the following for yourself and all of the people who will live with you. Use extra paper if needed or photocopy this form for additional household members.

HOUSING HISTORY	APPLICANT NAME	HOUSEHOLD MEMBER NAME
Current address (include apartment number and postal code)		
City		
Landlord’s Name		
Landlord’s Phone Number		
Monthly Rent	\$ <input type="checkbox"/> utilities extra	\$ <input type="checkbox"/> utilities extra
Date you moved in		
Date you plan to move out		
Reason for moving out		
HOUSING HISTORY	APPLICANT NAME	HOUSEHOLD MEMBER NAME
Former address (include apartment number and postal code)		
City		
Landlord’s Name		
Landlord’s Phone Number		
Monthly Rent	\$ <input type="checkbox"/> utilities extra	\$ <input type="checkbox"/> utilities extra
Date you moved in		
Date you plan to move out		
Reason for moving out		

APPLICANT AND HOUSEHOLD INFORMATION (Continued) – Minimum 5 Year History.

MONTHLY INCOME: List gross income from all sources such as employment, self-employment, pensions, disability, and social assistance, as well as any bonuses and tips you receive. **Attach proof for all sources of current income.**

INCOME/EMPLOYMENT HISTORY	APPLICANT NAME	HOUSEHOLD MEMBER NAME
Current Monthly Income		
Employer/Source of Income		
Address		
Contact Name & Phone Number		
Length of time receiving income from this source	Specify Dates:	Specify Dates:
If employed, position held		
INCOME/EMPLOYMENT HISTORY	APPLICANT NAME	HOUSEHOLD MEMBER NAME
Former Monthly Income		
Employer/Source of Income		
Address		
Contact Name & Phone Number		
Length of time receiving income from this source	Specify Dates:	Specify Dates:
If employed, position held		

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.

Signatures of household members age 18 years and over:

X _____ X _____
Applicant's Signature
 X _____ X _____
 X _____ X _____
Spouse's/Co-Applicant's Signature

Today's Date: _____

DECLARATION – Complete and correct application

I give my word that everything I have written in this application is correct and complete. I understand that all information given 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 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.

Signatures of household members age 18 years and over:

X _____ X _____
Applicant's Signature
 X _____ X _____
 X _____ X _____
Spouse's/Co-Applicant's Signature

Today's 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).

If you have any questions regarding this application, please call Market Rent at 289-921-RENT (7368).

Important:

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 our 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.