



## 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 and 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 and over:

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, Unit B, Hamilton, Ontario L8N 4E5**  
**Phone: 289-921-RENT (7368) cell or 905-523-8496 Ext.7874 Fax: 905-546-3234**

### Office Hours:

Monday to Friday, 8:30am to 4:30pm  
Visit our website at [www.cityhousinghamilton.com](http://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 completely filled in or documents are missing, it will be returned to you for further information.**



**APPLICATION FOR MARKET RENT ACCOMMODATION**

<b>APPLICATION INFORMATION</b>					
<b>First Name</b>			<b>Last Name</b>		
<b>Current Address</b>			<b>City &amp; Postal Code</b>		
<b>Daytime Phone Number</b>			<b>Evening Phone Number</b>		
<b>HOUSING PREFERENCE</b>					
What is your anticipated move-in date?					
List the building addresses or areas that you are interested in:					
How many bedrooms do you need: <input type="checkbox"/> 1-Bedroom <input type="checkbox"/> 2-Bedroom <input type="checkbox"/> 3-Bedroom <input type="checkbox"/> 4-Bedroom					
A guarantor will be required for rent higher than what you can afford. Guarantor forms are available from the CityHousing Hamilton.					
<b>APPLICANT AND HOUSEHOLD INFORMATION</b> Complete the following for yourself and all of the people who live with you. Use extra paper if required.					
<b>First &amp; Last Name</b>	<b>Relationship to Applicant Eg: Spouse</b>	<b>Date of Birth DD/MM/YR</b>	<b>M or F</b>	<b>Status in Canada: Citizen, Landed Immigrant, etc.</b>	<b>Social Insurance Number</b>
<b>APPLICANT AND HOUSEHOLD INFORMATION – Minimum 5 Year History</b> 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.					
<b>HOUSING HISTORY</b>	<b>APPLICANT NAME</b>		<b>HOUSEHOLD MEMBER NAME</b>		
<b>Current</b> 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					
<b>HOUSING HISTORY</b>	<b>APPLICANT NAME</b>		<b>HOUSEHOLD MEMBER NAME</b>		
<b>Former</b> address (Include Apartment Number)					
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 moved out					
Reason for moving out					

APPLICATION INFORMATION					
<b>First Name</b>		<b>Last Name</b>			
<b>Current Address</b>		<b>City &amp; Postal Code</b>			
<b>Daytime Phone Number</b>		<b>Evening Phone Number</b>			
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: <input type="checkbox"/> 1-Bedroom <input type="checkbox"/> 2-Bedroom <input type="checkbox"/> 3-Bedroom <input type="checkbox"/> 4-Bedroom					
A guarantor will be required for rent higher than what you can afford. Guarantor forms are available from the CityHousing Hamilton.					
APPLICANT AND HOUSEHOLD INFORMATION Complete the following for yourself and all of the people who live with you. Use extra paper if required.					
<b>First &amp; Last Name</b>	<b>Relationship to Applicant Eg: Spouse</b>	<b>Date of Birth DD/MM/YR</b>	<b>M or F</b>	<b>Status in Canada: Citizen, Landed Immigrant, etc.</b>	<b>Social Insurance Number</b>

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.**

APPLICATION INFORMATION	
<b>First Name</b>	<b>Last Name</b>
<b>Current Address</b>	<b>City &amp; Postal Code</b>
<b>Daytime Phone Number</b>	<b>Evening Phone Number</b>
HOUSING PREFERENCE	

**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 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.

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

X \_\_\_\_\_

APPLICATION INFORMATION	
<b>First Name</b>	<b>Last Name</b>
<b>Current Address</b>	<b>City &amp; Postal Code</b>
<b>Daytime Phone Number</b>	<b>Evening Phone Number</b>

Pursuant to the Social Housing Reform Act, 2000, 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 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.