



"Maple Tree Community Housing Corporation exists to participate in the development, ownership, maintenance and management of affordable housing in Goderich and to help people of Huron County in need of an affordable home, to enjoy a better quality of life."

MAPLE TREE COMMUNITY HOUSING CORPORATION
Box 264, 321 Bayfield Road, Goderich, Ontario N7A 3Z2
Phone: 519-612-1222

TENANT SELECTION PROCESS

WHO CAN APPLY to become a Tenant with MTCHC?

- You are a legal resident of Canada (Canadian Citizen, Landed Immigrant, Permanent Residency Status)
- You are living in Huron County
- You must qualify with an Affordable Housing household income level, and provide documentary confirmation.
- You must confirm that you have, or that you will have, sufficient income to afford, and that you will pay, the Affordable Housing rent and associated housing charges (if applicable).
- You feel that there is a genuine need to leave your current housing accommodation and can justify that need to MTCHC.
- You can show to the satisfaction of MTCHC that you have a sufficient combination of **Need**, **Merit**, and **Responsibility** to benefit your household and those other MTCHC Households by being accepted as a Tenant.

WHAT OTHER REQUIREMENTS ARE NECESSARY?

- You must provide non-family-member personal references who know you well enough to recommend you as a potential MTCHC Tenant, and consent to them providing pertinent information as requested by MTCHC.
- You must consent to Credit Checks, reference checks with previous Landlords, and a Criminal Background Check, the contents of which will only be utilized as they might pertain to legally permitted Tenant Selection Criteria
- You must be willing to have at least two visits with MTCHC Tenant Selection Personnel to discuss, review and verify MTCHC Tenant Selection Criteria, and details and accommodation with MTCHC



- MTCHC must be reasonably satisfied that, if accepted as a Tenant, your occupancy will be a benefit to you and your household, and not present an unreasonable disadvantage for you, your household, other Tenants, and the neighbourhood.

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

- Your Application is received and kept on MTCHC File for a minimum of 24 Months unless you let MTCHC know in writing that you wish to have it removed.
- When a Vacancy occurs which MTCHC believes is a good fit with the type of Housing needed by the members of your Household, MTCHC will then start consideration of your Application.
- If your Application is selected to receive priority consideration, initial screening and review is carried out by the MTCHC Tenant Relations Committee to determine whether your family meets the general Selection Criteria.
- If you are considered to meet the general Selection Criteria, MTCHC will then start to conduct Credit Checks, previous Landlord Checks, and Personal Reference Checks. A Criminal Background Check will also be carried out.
- Next, the Tenant Relations Committee will review your Application and other information received, along with all other current applications which have been received.
- The Tenant Relations Committee will next decide whether your Application sufficiently meets standards to warrant a further visit with the Committee. Everyone who will be living in the MTCHC Apartment Unit should be present at the time of the visit.
- After the visits have been completed, and all the information has been reviewed again, the Tenant Relations Committee will examine the results and recommend a number of Applicant Households to the MTCHC Board of Directors.
- The MTCHC Board of Directors will review all of the information and make the decision for each Tenant selection.
- The selected Tenant candidate will be contacted as soon as possible, and will be required to update any necessary information, and to provide further information such as proof of legal documents such as Child Custody Documents, and other information deemed necessary by MTCHC. If everything is acceptable to MTCHC, the selected Tenant candidate must enter into the prevailing MTCHC Tenant Lease Agreement. If the selected Tenant will not agree to complete and sign the prevailing MTCHC Lease Agreement, then they will not be accepted as a Tenant, and the Board will then re-visit the vacancy and proceed to make another Tenant selection decision.



TENANT SELECTION CRITERIA

A) ESSENTIAL CRITERIA

ACCOMMODATION: Suitability of household to physical features of available housing unit

NEED: Demonstrated and confirmed household income within governmentally determined criteria

MERIT: Compelling household circumstances which justify consideration over other possible households in need

RESPONSIBILITY: Demonstrated and confirmed record of being responsible for people, property and neighbours in a tolerant, caring and respectful manner at all times

B) PREFERENTIAL CRITERIA

MTCHC SUPPLEMENTS: Possibilities that MTCHC, or associated Groups or Agencies, might be able to provide additional supports which could positively impact one or more members of the subject Tenant household in a significantly needed and positive manner