



"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

APPLICATION FOR AFFORDABLE HOUSING

In order to determine eligibility for affordable housing, all sections of the application must be completed by those 18 years of age and older. Verification of all sources of income will be required as part of the application process prior to an offer of accommodation being made. * Two valid pieces of personal identification will be required by each applicant i.e. photo identification / birth certificate.

APPLICANT

S.I.N. #

EMAIL:

Last Name		First Name		Initial
Street Address		Apt #	Box #	Town
Postal Code	Home Phone		Cell Phone	Work Phone
Date of Birth (dd/mm/yyyy)		Alternate Contact Name		

CO-APPLICANT (1)

S.I.N. #

EMAIL:

Last Name		First Name		Initial
Street Address		Apt #	Box #	Town
Postal Code	Home Phone		Cell Phone	Work Phone
Date of Birth (dd/mm/yyyy)		Relationship to Applicant		

CO-APPLICANT (2)

S.I.N. #

EMAIL:

Last Name		First Name		Initial
Street Address		Apt #	Box #	Town
Postal Code	Home Phone		Cell Phone	Work Phone
Date of Birth (dd/mm/yyyy)		Relationship to Applicant		

OTHER PERSONS TO RESIDE IN ACCOMMODATIONS

Last Name	First Name	Date of Birth (dd/mm/yyyy)	Custody	Relationship to Applicant	*Student/Working
			Sole ☐ Joint ☐		Student ☐ Working ☐
			Sole ☐ Joint ☐		Student ☐ Working ☐
			Sole ☐ Joint ☐		Student ☐ Working ☐
			Sole ☐ Joint ☐		Student ☐ Working ☐

***Birth Certificates, Verification of Registration at School and/or Income may be required.**

GENERAL INFORMATION SECTION

- Does each member of the household meet at least one of the following criteria?
 - Is a Canadian Citizen? Yes ☐ No ☐
 - Has made application for status as a permanent resident under the Immigration and Refugee Protection Act (Canada)? Yes ☐ No ☐
 - Has made a claim for refugee protection under the Immigration and Refugee Protection Act (Canada)? Yes ☐ No ☐
- Has a removal order become enforceable under the Immigration and Refugee Protection Act (Canada)? Yes ☐ No ☐
- Does any member of the household have special needs due to a medical condition or disability? If yes, please provide details. Yes ☐ No ☐

- Are there any special circumstances you feel Maple Tree Community Housing Corporation should be aware of? Please explain any information that may help us assess your situation.

- Does any member of the household owe arrears for rent or damages as a result of a tenancy with an Affordable/Social Housing Provider? Yes ☐ No ☐
- Has any member of the household ever been convicted of an offense in relation to the receipt of an Affordable/Social Housing Provider? Yes ☐ No ☐
- Has any member of the household been found by the Landlord and Tenant Board or a court of law to have misrepresented income in relation to an Affordable/Social Housing Provider? Yes ☐ No ☐
- Have you previously resided in Affordable/Social Housing in Ontario? Yes ☐ No ☐
- Have you ever been evicted or asked to leave rented premises by a landlord? Yes ☐ No ☐
- Do you have any unpaid rent owing to any landlord anywhere? Yes ☐ No ☐

Name and Address of Present Accommodation: _____

Reason for Leaving: _____

Date of Move-In: _____ Date of Move-Out: _____

Current Landlord: _____ Phone Number: _____

Previous Landlord: _____ Phone Number: _____

11. Do you or anyone in your household own a vehicle? Yes ☐ No ☐

12. Do you have ownership in residential property? Yes ☐ No ☐

Any comments the Applicant thinks would be helpful:

All members of the household, including those 18 years of age or older, who are in receipt of a regular income, must sign the application below and provide their consent to the disclosure to Maple Tree Community Housing Corporation of information and documents required by Maple Tree Community Housing Corporation for the purpose of processing the application including, but not limited to:

- Determining the eligibility of the household for affordable housing assistance
- Determining the eligibility of the household for special needs housing
- Determining the size and type of unit in respect of which the household is eligible to receive affordable housing assistance and/or special needs housing
- Determining the placement of the household on waiting lists
- Determining the amount of rent payable by the household
- Determining credit and payment history
- Determining compatibility as a Maple Tree Community Housing tenant through previous tenancy elsewhere
- The applicant(s) also acknowledge their understanding that information regarding outstanding arrears with another social/affordable housing provider may be obtained through a province wide, centralized, arrears database.
- Determining suitability as possible tenant(s) of Maple Tree Community Housing through a criminal background check
- Other relevant information to help determine suitability and compatibility as a Maple Tree Community Housing Corporation tenant
- Information provided by the household may be shared as necessary for the purposes of making decisions or verifying eligibility for affordable housing assistance

Questions and/or comments regarding the collection, use or disclosure of the information collected can be direct to Maple Tree Community Housing Corporation Tenant Relations Committee or Maple Tree Community Housing Corporation Board at 45 Nelson Street East, Goderich, Ontario N7A 1R7, Telephone: 519-612-1222.

I hereby acknowledge that I have read, understand and agree to the covenants described in the following declaration:

DECLARATION

I understand this application does not constitute an agreement on the part of Maple Tree Community Housing Corporation or its representatives to provide me with accommodation.

I hereby authorize Maple Tree Community Housing Corporation to investigate any or all of the statements made herein, being fully aware that any false statements shall be sufficient grounds to cancel further consideration of my application or to terminated any Lease, if granted.

I acknowledge that Maple Tree Community Housing Corporation has a policy regarding pets and that I fully understand and agree to comply with this policy.

I understand that the entire building and property of Maple Tree Community Housing Corporation is a non-smoking environment for health and safety reasons and agree to comply with such regulations.

I further acknowledge the right of Maple Tree Community Housing Corporation or its agent at anytime prior to the execution and delivery to me of a lease hereby applied for, to withdraw, revoke or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.

I acknowledge and hereby authorize Maple Tree Community Housing Corporation to investigate and/or make any inquiries regarding references from present and/or past landlords, employers and personal references.

I acknowledge that this application becomes the property of Maple Tree Community Housing Corporation upon delivery by me to it or its agent.

I agree and consent that credit inquiries may be made and credit reports obtained and/or prepared at anytime in connection with the housing hereby applied for.

I hereby declare that the information provided on this application is true, correct and complete.

_____ Applicant Signature	_____ Witness	_____ Date
_____ Co-Applicant (1) Signature	_____ Witness	_____ Date
_____ Co-Applicant (2) Signature	_____ Witness	_____ Date
_____ Co-Applicant (3) Signature	_____ Witness	_____ Date

SOURCES OF INCOME & ASSETS

****For the purposes of assessing eligibility for Affordable Housing with Maple Tree Community Housing Corporation, *Income* means all gross income (before deductions), benefits and gains of every kind and from every source including but not limited to the following. Any sources of Income not listed below are to be included under “Other”. For an explanation of “other” income or assets, please see the attached examples.**

SOURCE(S) OF INCOME	APPLICANT GROSS MONTHLY INCOME	CO-APPLICANT 1 GROSS MONTHLY INCOME	CO-APPLICANT 2 GROSS MONTHLY INCOME
Employment (all sources)			
Self Employment			
Employment Insurance			
Worker’s Compensation			
Ontario Works			
Ontario Disability Support Plan			
Old Age Security Pension			
Federal Guaranteed Income Supplement			
Canada Pension Plan			
Pensions/Allowances (Other)			
Separation/Alimony/Child Support			
Other Income (Specify Source) Example: CTB, GST....			
SUBTOTAL			
GRAND TOTAL	MONTHLY		
	ANNUALLY		

SOURCES OF ASSETS

SOURCE(S) OF ASSETS	APPLICANT	CO-APPLICANT	CO-APPLICANT
A. INCOME PRODUCING ASSETS			
Bank Savings Accounts			
Debentures, Mortgages, Loans, etc			
GIC's, Stocks, Shares, Bonds			
Licenses (i.e. Taxi) Business Interest			
* Real Estate/Property			
Other			
B. NON-INCOME PRODUCING ASSETS			
Collections or Investment in Valuable Assets			
Disposal of Assets within the past 24 months (i.e. giving away real estate, money)			
*Real Estate/Property			
RRSP's			
Other			

PLEASE NOTE – Income Verification

Once your application has been received and reviewed, verification of your personal information will be requested. Maple Tree Community Housing Corporation reserves the right to request any form of documentation as it deems necessary as proof of income.

Maple Tree Community Housing Corporation requires that all documents must be in original format. Your application will not be processed further until all documentation has been received.

Each Applicant and Co-Applicant(s) must also provide their most recent initialed copy of an Individual Income Tax Return. This information is available from Canada Customs and Revenue Agency (CCRA) Individuals may call the following telephone numbers to order their initialed copy of their Income Tax Information:

Individual Income Tax Return Information: 1-800-959-8281
Self Employment Tax Return Information: 1-800-959-5525

*** If the Applicant and/or any of the Co Applicants own an interest in residential property, they will not be eligible for Affordable Housing.***

EXAMPLES OF INCOME/ASSETS TO BE INCLUDED ON THIS FORM
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Pensions and Allowances

Canada Manpower Retraining Allowances	Guaranteed Annual Income System (GAINS)	Public Service Pension
Canada Pension Plan (CPP)	Guaranteed Income Supplement (GIS)	Quebec Pension Plan (QPP)
Civilian War Pension Training Allowances	Old Age Security (OAS)	Social Security (other countries)
Company Pension	Widow's Pension	War Veteran's Allowance (DVA)
Disability Pension Retraining Allowances	Private Pension Military, Militia or Civil Defense Allowances	

Employment

Casual	Long Term Income-Protection Payments	Shift Bonuses
Commissions	Odd Jobs	Sickness Pay
Cost of Living Bonuses	Overtime Earnings	Tips and Gratuities
Full-Time	Part-Time Disability Pay	Yearly or Seasonal Bonuses
Irregular	Seasonal	
License which produces income (Taxi)	Separation/Vacation Pay	

Self-Employment

Babysitting	Cleaning Services	Music Teaching
Catering	Hairdressing	Pet Sitting/Grooming
Child Care Business	Massage Therapy	Taxi

Other

Alimony Payments	Payments from Official Guardian or Public Trustee
Commission Payments	Provincial or Municipal Payments
Child Tax Benefit	Separation Payments
Employment Insurance	Student Grants
Insurance Payments	Support Payments (for Spouse or Child)
National Childcare Supplement	Support from Relatives or Other Sources
One-Time Lump sum Payments (Inheritances, Court and out of Court Settlements)	Worker's Compensation Payments
	Working Childcare Supplement
Payments from Children's Aid Society or Catholic Children's Aid	
Payments under Compensation for Victims of Crime Act	

Assets

Annuities, Guaranteed Investments	Shares, Bonds, Debentures, Mortgages, Loans, Notes
Certificates, Stocks	Term Deposits
Life Insurance (with a Cash Surrender Value)	Vehicles (Boats, ATV's, RV's/Camper Trailers, Cars, Trucks, Vans, Scooters)
Real Estate (House, Condominium, Cottages, Farmland, Commercial or Vacant Land)	
Registered Education Savings Plan (RESP)	
Registered Retirement Savings Plan (RRSP)	
Savings Accounts (Bank, Trust Company, Credit Union)	