

APPLICATION FOR MARKET RENT ACCOMMODATION: Instructions

Please read these 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 16 years of age and older. **Use the back of the form if you need more space.**

ASSESSMENT OF ABILITY TO PAY RENT:

INCOME VERIFICATION: You must include proof of your current income and 3-5 year income history for each household member listed on the application form.

Current income documentation **must include:**

a) A recent pay stub showing 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 detailed rental history for a minimum of 3-5 years. You must provide enough information so that Toronto Community Housing can contact the landlords you have listed on your application form for more information about your rental history.

CREDIT REFERENCES:

Toronto Community Housing may obtain a rental report from **Rent Check** and a credit check from **Equifax**. If we cannot get any information, we may request more information from you.

PERSONAL IDENTIFICATION:

You must provide copies of **2** pieces of identification for each household member 16 years of age and older:

- 1. Documentation that provides proof of Status in Canada.
- 2. Photo identification (eg, driver's licence)

WHERE TO APPLY:

You may return your completed application including **all** required documentation, by mail, fax, or in person to the Operating Unit Office location identified in the Vacancy Listing online.

For further information call 416-981-RENT(7368)

If your application is not complete or documents are missing, it will be returned to you.

APPLICATION FOR MARKET RENT ACCOMMODATION



Toronto
Community
Housing

APPLICANT INFORMATION					
Your First Name			Your Last Name		
Current Address			City	Postal Code	
Daytime Phone Number			Evening Phone Number		
HOUSING PREFERENCE					
What is your expected move-in date?					
List the building addresses or areas that you are interested in:					
How many bedrooms do you need: <input type="checkbox"/> Bachelor <input type="checkbox"/> 1-Bedroom <input type="checkbox"/> 2-Bedroom <input type="checkbox"/> 3-Bedroom <input type="checkbox"/> Other (Please explain)					
A guarantor will be required for rent higher than what you can afford. Guarantor forms are available from Toronto Community Housing.					
APPLICANT AND HOUSEHOLD INFORMATION					
Complete the following for yourself and all of the people who live with you. Use extra paper if you need more space.					
First & Last Name	Relationship to Applicant eg: Spouse	Date of Birth DD/MM/YY	Gender M or F	Status in Canada: Citizen, Landed Immigrant, etc.	Social Insurance Number *optional*
Yourself:	-Self-				
APPLICANT AND HOUSEHOLD INFORMATION – Minimum 3-5 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)		
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		
APPLICANT AND HOUSEHOLD INFORMATION CONTINUED – Minimum 3-5 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		
	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– This is a legal agreement with us. Read it carefully before signing.

I understand that there are laws that allow Toronto Community Housing to collect personal information about me. I understand that Toronto Community Housing will use the information I give them to see if I qualify for Market Rent housing. I give Toronto Community Housing 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 Toronto Community Housing to give the information on this form to the social assistance office.

X _____
Applicant's Signature

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

Signatures of household members age 16 years and over.

X _____

X _____

X _____
Today's Date

DECLARATION – Complete and correct application

I give my word that everything in this application is correct and complete. I understand that all information I give to Toronto Community Housing will belong to them. If something on this application is incorrect or not true, Toronto Community Housing 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.

X _____
Applicant's Signature

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

Signatures of household members age 16 years and over.

X _____

X _____

X _____
Today's Date

The information on this form will be used to determine your eligibility and suitability for housing with the Toronto Community Housing 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, Toronto Community Housing, 931 Yonge Street, Toronto, Ontario M4W 2H2.

If you have any questions about this application, please call Market Rent at 416-981-7368.

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 a non-profit housing agency, including Toronto Community Housing we will not be able to accept your application until you can show proof of payment or that you have made arrangements to pay what you owe.