



## Application

### INSTRUCTIONS

Please read the following information carefully before filling out your application. By completing and submitting this application, you are requesting your name be placed on the waiting list for Place Perrault, according to the date you applied and subject to confirmation of your eligibility.

*Note that if you want to apply for rent-geared-to-income assistance, you must apply through The Housing Registry of Ottawa. You can telephone The Housing Registry Office at (613) 526-2088 or view their website at [www.theregistry.ca](http://www.theregistry.ca).*

### Who can apply?

Your household must meet all of the following eligibility criteria:

- All members of the household must be a Canadian citizen, Landed Immigrant, Refugee or Refugee Claimant
- No member of the household is currently under a deportation, departure or exclusion order to leave Canada
- At least one person in the household is age 16 years of age or older
- No member of the household owes money to any social housing provider
- No member of the household has been convicted of an offence in relation to rent-geared-to-income assistance or found by a court of law or the Landlord and Tenant Board to have misrepresented their income for the purpose of rent-geared-to-income assistance
- If someone in the household owns a house or rent any other property, they must agree to sell it or terminate the lease within 180 days of being housed
- All members in the household must be able to live independently, and make their own arrangements for support services if these are needed

**PROOF OF LEGAL STATUS IN CANADA FOR ALL PERSONS ON THE APPLICATION MUST BE ATTACHED TO THIS APPLICATION. This would include photocopies (both sides) of a birth certificate or passport, landed immigrant papers, permanent resident card or documents supporting your claim for refugee status. If your household is applying for a unit designated for Aboriginal households in the building, you must also provide a copy of the relevant status card.**

## Tips on filling out your application

- Please print and fill out all sections of the application form.
- We can serve you in English and French. If you speak a language other than English or French, please give us the name of someone who will be your interpreter. This information goes in Section 2 Contact Information. We can also refer you to an agency that can assist with interpretation.
- Before completing the Income and Assets sections (Sections 5 and 6), please refer to the definitions of income and assets on the next page.
- Read carefully the “Consent to Release” and “Declaration” in Sections 10 and 11. All household members over the age of 16 years must sign the form at the end of these sections.
- You may be requested to provide documentation to verify any information you have included in your application form.
- Please attach additional sheets if you need more space in any section.

Mail your application to Place Perrault at the following address, or send it to us by fax or email:

Place Perrault  
Office  
205 Eric Czapanik Way  
Orleans ON K1E 0A5

Fax:  
613-702-5359  
Email:  
info@placeperrault.ca

## INCOME INFORMATION (Section 5)

**Income** means all money you receive, from all places. Here are some examples of possible places you receive income from. You may have others.

### Employment

- full-time work
- part-time work
- irregular work
- casual work
- seasonal work
- odd jobs
- shift bonuses
- disability pay
- sickness pay
- tips or gratuities
- commissions
- overtime pay
- seasonal or vacation pay
- yearly or seasonal bonuses
- cost of living bonuses
- long term income protection plan

### Self-Employment

- child care

- tutoring
- driving a taxi
- teaching music

### Pension, allowances and other income

- Ontario Disability Support (ODSP)/formerly FBA
- Ontario Works (OW) formerly GWA
- Old Age Security (O.A.S.)
- Guaranteed Income Supplement (G.I.S.)
- Guaranteed Annual Income Systems (G.A.I.N.S.)
- Canada Pension Plan (C.P.P.)
- Québec Pension Plan (Q.P.P.)
- Widow’s Pension
- Alimony/support payments
- War Veteran’s Allowances (D.V.A. and other countries)
- Employment Insurance
- Training allowances (including Canada Manpower Retraining Allowance)

- Payments under Compensation for Victims of Crime Act
- Company pension
- Private pension
- Public service pension
- Workplace Safety and Insurance Board (W.S.I.B.)
- Immigration allowances (including Adjustment Assistance Program)
- Registered Retirement Income Fund (R.R.I.F.)
- Ontario Student Loan (O.S.A.P.)

## **ASSETS INFORMATION (Section 6)**

**Assets** are valuable things that you own (example: property). There are some assets that give you income. There are others that do not give you income. Here are some examples of both kinds:

### **Assets which give you income**

- farm property from which you make money
- real estate which you rent to someone (example: home, business, farmland, cottage, mobile home)
- a license which gives you income (example: taxi license)
- business which gives you income
- one-time lump-sum payment (example: inheritance, court and out-of-court settlement)
- investments

Examples of investments are:

- savings and chequing accounts at a bank, trust company, credit union
- annuities
- Guaranteed Investment Certificates (G.I.C.)
- stocks or shares
- bonds or debentures
- mortgages, loans, notes
- term deposits

### **Assets which do not give you income**

(all these must also be declared)

- life insurance (with a "cash surrender" value)
- Registered Retirement Savings Plan (R.R.S.P.)
- real estate which does not give you income (example: house, condominium, summer cottage, farmland, commercial or vacant land)
- collections or investments in other valuable assets which do not give you income
- business which does not give you income

If you need help filling out this form, call (613) 702-5358 between 8:30 a.m. and 4:30 p.m., Monday to Friday.



**APPLICATION FORM – Place Perrault, 205 Eric Czapnik Way, Ottawa, Ontario**

Please print and fill out all sections of this form. Incomplete applications may be returned.

<b>Section 1 – APPLICANT INFORMATION</b>				
First name:	Middle name:	Family name:		
Street address:			Apartment number:	
City:	Province:	Postal code:	Home Phone number: ( )	Work Phone number: ( )
Mailing address (if different from above address):				
Email address:				

<b>Section 2 – CONTACT - Please list a person we can contact on your behalf. For example, interpreter, agency, relative, friend, community support worker or case manager.</b>		
Alternate contact name and daytime number (where we can leave a message).		
Name:	Phone number: ( )	Relationship:
Is anyone/agency helping you with your housing search? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Interpreter/Agency - Name:		Daytime Phone Number: ( )

<b>Section 3 – HOUSEHOLD INFORMATION - Please list all people who will be living with you. Use extra paper, if needed.</b>								
Name	Social Insurance Number	Relation-ship to you	Date of Birth			Sex		Status in Canada: (Citizen, Landed, Refugee Claimant)
			M	D	Y	M	F	
Your name:		Self						

**Section 4 – ACCOMMODATION REQUIREMENTS**

Are you able to live independently without support services?  Yes  No

If NO, please specify what type of support service(s) you require:

Do you require a barrier-free unit designed for a person using a wheelchair or other mobility device?  Yes  No

Do you require a parking spot?  Yes  No

Are you or anyone you listed on this application a member of a First Nation, or Métis or Inuit?  Yes  No If yes, please provide their name(s) and provide documentation for each person.

**Section 5 – INCOME INFORMATION – Please list all monies being received by you and all persons who will be living with you in the unit. Please see the Instruction Page for examples of types of income. Use extra paper, if needed. This section must be completed in full or your application may be returned to you.**

NAME	INCOME SOURCE	GROSS INCOME PER MONTH (before taxes)
Your name:		\$
		\$
		\$
		\$
		\$

**Section 6 – ASSETS INFORMATION – Please list all assets owned by you and all persons who will be living with you in the unit. Please see the Instruction Page for examples of types of assets. Use extra paper, if needed.**

NAME	TYPE OF ASSET	VALUE
Your name:		\$
		\$
		\$
		\$
		\$
		\$

<b>Section 7 – HOUSING HISTORY – Please list information on your current address and all previous addresses for the past 7 years. Use extra paper, if needed.</b>			
<b>Current address:</b>			
Apartment number:	Street address:	City	
Landlord's name/Agency:		Phone number: ( )	
Landlord's address:		City:	Postal code:
Date you moved in:	Current rent paid per month:		
Why do you want to move?			
<b>Previous address:</b>			
Apartment number:	Street address:	City	
Landlord's name/Agency:		Phone number: ( )	
Landlord's address:		City:	Postal code:
Date you moved in:	Date you moved out:	Why did you move out?	

<b>Section 8 – PREVIOUS SUBSIDIZED HOUSING INFORMATION - Use extra paper, if needed.</b>			
Have you or anyone you have listed in Section 3 of this application, ever lived in subsidized housing anywhere in Ontario? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please complete the following information.			
Name of person who lived in subsidized housing:			
Name and address of housing provider:		City	Postal code:
Date you moved in:	Date you moved out:	Reason(s) for moving out:	
Does this person owe money to the above or to any other subsidized housing provider? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, indicate amount owing:	\$	Last payment due date:	

<b>Section 9 – UNIT PREFERENCES</b>	
<b>Please indicate the unit size(s) you are applying for:</b>	
<input type="checkbox"/> One-bedroom	<input type="checkbox"/> Two-bedroom
<input type="checkbox"/> One-bedroom barrier-free	

**Section 10 – COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION** – Here is your legal agreement with Place Perrault (a division of Wigwamen Incorporated). Please have all household members 16 years of age and over read this declaration and sign in the spaces on the following page.

### **What is Personal Information?**

Personal Information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, assets, household composition, residency status, rent payment record, etc;
- opinions, evaluations, comments, social status, or disciplinary actions; and
- employee files, credit records, loan records, medical records, existence of a dispute between a landlord and a tenant, intentions (for example, to acquire goods or services, or change jobs).

### **Collection and Use of Your Personal Information**

Place Perrault and its agents will collect, retain, and use the personal information provided by you in this form and its attachments for the following purposes:

- considering your application for tenancy;
- verifying the information that you have provided in your application for tenancy, and its attachments;
- meeting legal and regulatory requirements arising out of or relating to your tenancy;
- for the use of Place Perrault's auditor to verify our financial records;
- for the purpose of contacting necessary services or your next-of-kin in case of emergency;

### **Disclosure of Your Personal Information**

Place Perrault and its agents will disclose the personal information provided by you in this form to the following parties for the purposes described above;

- to any social agency providing any form of assistance to you, or other government subsidy under the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*, or any government department responsible for social housing programs under the *Housing Services Act*, or Place Perrault's Contribution Agreements with the Province of Ontario and City of Ottawa;
- to the Government of Canada, a department, ministry or agency of it, without further notice to you if the information is necessary for the purpose of administering or enforcing the *Income Tax Act (Canada)* or the *Immigration Act*;
- to any agent or employee working on behalf of Place Perrault for the purposes of complying with the *Housing Services Act*;
- to relevant agencies or next of kin in case of emergency;
- to credit bureaus and other businesses that provide credit or rental history information about you; and
- to a third party in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of Place Perrault.

**Section 11 – DECLARATION** – We make the following pledge knowing that it will be relied upon by Place Perrault (a division of Wigwamen Incorporated) to assess our qualifications for eligibility to apply for a unit:

1. I give my word that everything I have written in this application is correct and complete.
2. If something on this application is incorrect or not true, Place Perrault may cancel my application, take legal action, or both.
3. I understand that only the people I have listed here may live with me in the unit.
4. 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 subsidized housing agency.
5. I have read over the Income Information attached to this form, and I fully understand these instructions. I have also read and understand the information about Collection, Use, and Disclosure of Personal Information.
6. I authorize Place Perrault and its agents to make any inquiries that it deems necessary to verify information given on this form. I authorize any persons, corporation or any social agency having knowledge of any required information to release such information to Place Perrault.
7. I authorize Place Perrault and its agents to perform a credit check and landlord check on all members of the household age 16 and over listed on this application.
8. I authorize and agree that Place Perrault and its agents may collect, use, and disclose the personal information that I have provided on this form and its attachments as described on the previous page. I understand and acknowledge that Place Perrault and its agents will also collect, use, and disclose my personal information as required or permitted by law.
9. Signatures of all household members that are 16 years of age and over are included below.

**Signatures must be witnessed by an unrelated adult, over 18 years of age.**

X _____ Signature Resident 1	X _____ Witness's Signature	_____ Date
X _____ Signature Resident 2	X _____ Witness's Signature	_____ Date
X _____ Signature Resident 3	X _____ Witness's Signature	_____ Date
X _____ Signature Resident 4	X _____ Witness's Signature	_____ Date