

# APPLICATION FOR MARKET RENT INSTRUCTIONS



Toronto  
Community  
Housing

**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 16 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 3-5 year history for all household members listed on the application form.

Current income documentation ***must include:***

**a)** a recent pay-cheque 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 3-5 years detailed information about your rental history. You must provide enough information so that the Toronto Community Housing Corporation 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 the Toronto Community Housing Corporation may obtain a rental report from **Rent Check** and also a credit check from **Equifax**. 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 16 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:

Toronto Community Housing Corporation  
Market Rental Office

176 Elm Street

Toronto, Ontario M5T 3M4

Phone: 416-981-RENT (7368)

Fax: 416-981-6114

## Office Hours:

Monday to Friday, 8:30am to 4:30pm

Visit our website at [www.torontohousing.ca](http://www.torontohousing.ca)

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



APPLICATION INFORMATION					
<b>Your First Name</b>		<b>Your Last Name</b>			
<b>Current Address</b>		<b>City</b>		<b>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"/> 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 the Toronto Community Housing Corporation.					
APPLICANT AND HOUSEHOLD INFORMATION					
Complete the following for yourself and all of the people who live with you. Use extra paper if required.					
First & Last Name	Relationship to Applicant Eg: Spouse	Date of Birth DD/MM/YR	Gender M or F	Status in Canada: Citizen, Landed Immigrant, etc.	Social Insurance Number
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	
<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					
HOUSING HISTORY	APPLICANT NAME			HOUSEHOLD MEMBER NAME	
<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					

**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.**

<b>INCOME/EMPLOYMENT HISTORY</b>	<b>APPLICANT NAME</b>	<b>HOUSEHOLD MEMBER NAME</b>
<b>Current</b> 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		
	<b>APPLICANT NAME</b>	<b>HOUSEHOLD MEMBER NAME</b>
<b>Former</b> 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**—Here is your legal agreement with us. Read it carefully and sign.

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

**Signatures of household members age 16 years and over.**

X \_\_\_\_\_  
**Applicant's Signature**

X \_\_\_\_\_

X \_\_\_\_\_  
**Spouse's/Co-Applicant's Signature**

X \_\_\_\_\_

X \_\_\_\_\_  
**Today's Date**

**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 the Toronto Community Housing Corporation will belong to them. If something on this application form is incorrect or not true, the Toronto Community Housing Corporation 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 16 years and over.**

X \_\_\_\_\_  
**Applicant's Signature**

X \_\_\_\_\_

X \_\_\_\_\_  
**Spouse's/Co-Applicant's Signature**

X \_\_\_\_\_

X \_\_\_\_\_  
**Today's Date**

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 the Toronto Community Housing Corporation 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, 931 Yonge Street, Toronto, Ontario.

If you have any questions regarding 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 to a non-profit housing agency, including the Toronto Community Housing Corporation 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.