

## **Instructions**

Please read these instructions carefully. Before submitting your application, please make sure that you have included the information listed below.

### **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 applicant 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 applicant, stating:
  - i) the name, address and phone number of the employer;
  - ii) gross annual salary; and
  - iii) length of employment.

### **AND/OR**

b) A recent Statement of Assistance from social assistance, 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 (e.g. driver's license).

### **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)**.

**Note: if your application is not complete or documents are missing, it will not be processed**

# APPLICATION FOR MARKET RENT ACCOMMODATION



APPLICANT INFORMATION	
First name:	
Last name:	
Current address:	
City:	
Postal code:	
Daytime phone #:	
Evening phone #:	

HOUSING PREFERENCE
What is your expected move-in date?
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)
List the buildings or addresses you are interested in:
<i>A guarantor will be required for rent higher than what you can afford. Guarantor forms, if needed, can be provided by the local Operating Unit office.</i>

APPLICANT AND HOUSEHOLD INFORMATION				
Complete the following <u>for yourself and all the people who will live with you</u> . Use extra paper if you need more space.				
First & last name	Relationship to applicant (e.g. spouse)	Date of birth DD/MM/YY	Gender (N = prefer not to identify)	Status in Canada (e.g. Citizen, Landed Immigrant, etc.)
	-self-		<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	
			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	
			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	
			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	
			<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> N	

# APPLICATION FOR MARKET RENT ACCOMMODATION



Have you or any person who will be living with you ever lived in a Toronto Community Housing unit or with a non-profit housing provider in Ontario?

YES                      NO

If YES, please list the name and address:

Was it a Rent-Geared-to-Income (subsidized) or Market Rent unit?

RGI(subsidized)                      Market Rent

**APPLICANT AND HOUSEHOLD HOUSING HISTORY (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.

CURRENT ADDRESS	APPLICANT HISTORY	HOUSEHOLD MEMBER HISTORY
Applicant/household member's name:		
Current address (include apartment number, city and postal code):		
Landlord's name:		
Landlord's phone number:		
Monthly rent:	\$ <input type="checkbox"/> utilities extra	\$ <input type="checkbox"/> utilities extra
Move-in date:		
Planned move-out date:		
Reason for moving out:		
FORMER ADDRESS	APPLICANT HISTORY	HOUSEHOLD MEMBER HISTORY
Applicant/household member's name:		
Former address (include apartment number, city and postal code):		
Landlord's name:		
Landlord's phone number:		
Monthly rent:	\$ <input type="checkbox"/> utilities extra	\$ <input type="checkbox"/> utilities extra
Move-in date:		
Move-out date:		
Reason for moving out:		

# APPLICATION FOR MARKET RENT ACCOMMODATION



APPLICANT AND HOUSEHOLD FINANCIAL INFORMATION		
List gross income from all sources such as employment, self-employment, pensions, disability, social assistance, etc. <b>Attach proof for all sources of current income.</b>		
INCOME/EMPLOYMENT INFORMATION	APPLICANT HISTORY	HOUSEHOLD MEMBER HISTORY
Current monthly income:		
Employer/source of income:		
Address of employer:		
Contact name and phone number:		
INCOME/EMPLOYMENT INFORMATION	APPLICANT HISTORY	HOUSEHOLD MEMBER HISTORY
Length of time receiving income from this source:	Specify dates:	Specify dates:
If employed, position held:		

**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 Corporation will belong to it. If something on this application is incorrect or not true, Toronto Community Housing Corporation may cancel my application, take legal action, or both.

I understand that only the people listed on this application may live in any Unit I/we are given.

I give my word that I am legally allowed to live in Canada.

Before I can receive housing, I understand that I must pay back or arrange to pay back any money I owe to any landlord or non-profit housing provider in Ontario.

Signatures of household members age 16 years and older

X \_\_\_\_\_  
Applicant's signature

X \_\_\_\_\_  
Applicant's signature

X \_\_\_\_\_

Date: \_\_\_\_\_

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

**PRIVACY NOTICE** - The personal information requested on this form is collected under the authority of the *Residential Tenancies Act, 2006, S.O. 2006, c. 17*; and s. 28(2) of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information will be used for the purpose of determining eligibility for Market Rent housing, related tenancy purposes and general administrative purposes. If you have any questions about the collection of this information, please contact the Legal Services Division at 931 Yonge Street, Toronto, ON, M4W 2H2 or at (416) 981-5500.

# APPLICATION FOR MARKET RENT ACCOMMODATION



**RELEASE AND CONSENT** – This is a legal agreement with Toronto Community Housing. Please read carefully before signing.

I understand that Toronto Community Housing Corporation requires the personal information requested on this form to determine my eligibility for Market Rent housing and related tenancy purposes. I consent to Toronto Community Housing Corporation collecting, using, verifying, disclosing and retaining this information, my application and any supporting documentation on my housing file as necessary to respond to my request for Market Rent housing and for related tenancy purposes.

I consent to Toronto Community Housing Corporation sharing the information I provided them with persons or agencies that can confirm the information, including landlords, and rental and credit reporting agencies.

I consent to the disclosure to Toronto Community Housing Corporation of any personal information and documents required by Toronto Community Housing Corporation for the purpose of processing my Market Rent housing application and for related tenancy purposes, by persons or agencies that can confirm my information, including landlords, and rental and credit reporting agencies.

Signatures of household members age 16 years and older

**X** \_\_\_\_\_  
Applicant's signature

**X** \_\_\_\_\_

**X** \_\_\_\_\_  
Applicant's signature

**X** \_\_\_\_\_

**X** \_\_\_\_\_

Date: \_\_\_\_\_