



# Application for Subsidized Housing

## Central Housing Registry – Windsor Essex County *Providing co-ordinated access to social housing in our communities*

2470 Dougall Avenue, Unit 6, Windsor, ON N8X1T2  
Phone : (519) 254-6994 Fax : (519) 254-9166 E-mail: [chrwec@wehc.com](mailto:chrwec@wehc.com)  
Website: <https://www.chrwec.com>

***This form is to be completed for:***

- ***All requests for Rent-Geared-to-Income Assistance.***
- ***Current market Social Housing households requesting Rent-Geared-to-Income assistance (Priority II (PII) Market to RGI). PII Market to RGI households and Social Housing Provider must fully complete this Application and submit to the CHR. Social Housing Provider must complete Section 5 (page 11 & 12).***

### **General Overview**

There are 6 sections to this Application as follows:

- Section 1** Application for Subsidized Housing
- Section 2** Rent-Geared-to-Income Housing for Indigenous Families
- Section 3** Co-operative Non-Profit Housing
- Section 4** Declaration and Consents
- Section 5** Market Rent Households Requesting RGI Assistance
- Section 6** Location Preference Sheet

### **Need help filling out the application form?**

You may ask for help by contacting any one of the following agencies:

- 1. Central Housing Registry – Windsor Essex County**  
2470 Dougall Avenue, Unit 6, Windsor, ON N8X1T2  
Phone: (519) 254-6994 Fax : (519) 254-9166 Email: [chrwec@wehc.com](mailto:chrwec@wehc.com)  
Website: <https://www.chrwec.com>
- 2. Family Services Windsor-Essex at 519-966-5010 or 1-888-933-1831**  
1770 Langlois Ave, Windsor, ON N8X 4M5
- 3. Housing Information Services at 519-254-4824**  
3450 Ypres Avenue, Suite 200, Windsor, Ontario, N8W 5K9
- 4. Any agency you may already be working with.**

### **Where to submit your completed Application**

Completed applications and supporting documentation can be submitted to:

**Central Housing Registry – Windsor Essex County**  
2470 Dougall Avenue, Unit 6, Windsor, ON N8X 1T2  
Phone: (519) 254-6994 Fax : (519) 254-9166  
Email: [chrwec@wehc.com](mailto:chrwec@wehc.com) Website: <https://www.chrwec.com>

**Disclaimer:** Information contained in this Application and related material is for informational purposes only in order to you assist you in the application process and is not to be relied upon as a comprehensive or precise representation of the program, its terms and conditions or eligibility rules.

## Section 1

### Application for Subsidized Housing - Windsor Essex

1. Are you in abusive situation or a survivor of domestic violence or human trafficking?		
Are you or any member of your household currently in an abusive situation or a survivor of domestic violence or human trafficking? <b>If YES, please ask your support agency and/or the Central Housing Registry about making a request for Priority 1 Status.</b>	Yes	No

2. Current living accommodations		
Are you currently a market rent household residing with a Social Housing Provider requesting RGI assistance? <b><i>Please review Section 5 (page 10) for RGI assistance criteria. If yes, please complete the Central Housing Registry – Windsor Essex County Application for Subsidized Housing form and work in coordination with your designated Social Housing Provider to complete Section 5 (pages 11 &amp;12).</i></b>	Yes	No

3. Applicant		Please include copies of verification of status in Canada for ALL persons named in this Application.			
Last Name	First Name	Birth Date (mm/dd/yy)			
Status in Canada: <input type="checkbox"/> Indigenous Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Other					
Current Street Address		City	Province	Postal Code	
How long at this address?	Current Rent \$	Home Phone No.	Cell No.	Email Address	
Present Landlord's Name			Landlord Phone No.		

4.1 Co-Applicant	Last Name	First Name			
Please state relationship to Applicant:		Birth Date (mm/dd/yy)	Phone/Cell No.	Email Address	
Status in Canada: <input type="checkbox"/> Indigenous Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Other					
<b>Check here if Current Address is same as Applicant <input type="checkbox"/> If different please provide Current Address information</b>					
Current Street Address		City	Province	Postal Code	
How long at this address?	Current Rent \$	Present Landlord's Name:		Landlord Phone No.	

4.2 Co-Applicant	Last Name	First Name			
Please state relationship to Applicant:		Birth Date (mm/dd/yy)	Phone/Cell No.	Email Address	
Status in Canada: <input type="checkbox"/> Indigenous Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Other					
<b>Check here if Current Address is same as Applicant <input type="checkbox"/> If different please provide Current Address information.</b>					
Current Street Address		City	Province	Postal Code	
How long at this address?	Current Rent \$	Present Landlord's Name:		Landlord Phone No.	

<b>5. Alternate Contact</b>	Is there a person you wish the CHR to contact in your absence <b>or</b> on your behalf <b>or</b> to act as an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If **YES**, to Alternate Contact above, please complete the following:

**Alternate Contact Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

Do we have your permission to speak to this person about your application and the personal and confidential information in your application?  Yes  No

### 6.1 All Other Household Members to Reside in the Unit

Only the people listed in this Application may occupy the subsidized unit. List the names and provide the information requested in this section for all the people who will live in the unit in addition to the Applicant and Co-applicant.

For each household member listed below, please identify their **Status in Canada** as one of the following: Indigenous Status, Canadian Citizen, Landed Immigrant, Refugee Claimant, or Other.

Household Name(s): (Please Print) (Last Name, First Name)	Birth Date: (mm/dd/yy)	Gender	Status in Canada	Relationship to Applicant

#### Please indicate Yes or No to ALL the following questions

Is at least one member of the household 16 years old or older and able to live independently?	Yes	No
Is each person named in this application one of the following: Canadian Citizen, Landed Immigrant, Indigenous Status (per Indigenous Act), Refugee or has made a Refugee Claim with no outstanding enforceable deportation, departure or exclusion order in effect? <b>You must attach proof of legal status in Canada for everyone listed in this Application.</b>	Yes	No
Do all persons listed on this application live together now? If <b>No</b> , please explain:	Yes	No
Is a baby expected? Yes No	If <b>Yes</b> , when is the baby due? <b>Month:</b> _____ <b>Year:</b> _____	

The current custody/care/visitation arrangements of my above noted children are (*check one below*):

- My children have lived with me full time and have been in my care and custody since birth. There are currently no court orders or documents dealing with the custody of the children named in this Application.
- I have shared custody, visitation, kinship or customary care arrangements for the children named in this Application. There is a court order or other documents verifying the arrangement. **A copy of the court order or verifying document is required and must be attached to this Application.**
- I have shared custody, visitation, kinship or customary care arrangements for the children named in this Application. There is no court order or other documents verifying the arrangement. **Applicant must complete and sign a separate Parental/Care Declaration.**

### 6.2 Support Payments

State amount entitled to per month in support payments from spouse/partner for the children named in this Application.	\$
State amount you are required to pay per month in support payments to another party for the children named in this Application.	\$

<b>7. Type of Accommodation</b>
I/We wish to apply for the following: <input type="checkbox"/> Bachelor <input type="checkbox"/> 1 Bedroom <input type="checkbox"/> 2 Bedrooms <input type="checkbox"/> 3 Bedrooms <input type="checkbox"/> 4 Bedrooms <input type="checkbox"/> 5 Bedrooms
Do you or any household members have any physical challenges to the extent a partial or fully modified unit is required? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If “Yes” please specify. (Documentation may be required)</b>
Do you require support services to live independently? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If “Yes” please specify.</b> Eligibility criteria requires an individual to live independently and be able to carry out the normal essential activities of day-to-day living, either on his or her own or with the aid of support services that the individual demonstrates will be provided when required. <i>(Documentation may be required)</i>

**8. Total Gross Household Income Information**

Please list all gross monthly income from all Foreign and Canadian sources for every member of the household. If additional space is needed please attach the additional information. **Please see examples of Income that follows.**

<ul style="list-style-type: none"> <li>• Full-time work, Part-time work</li> <li>• Irregular work</li> <li>• Casual work</li> <li>• Seasonal work</li> <li>• Odd jobs</li> <li>• Seasonal or vacation pay</li> <li>• Yearly bonuses</li> <li>• Cost of living bonuses</li> <li>• Long term disability</li> <li>• Short term disability</li> </ul>	<ul style="list-style-type: none"> <li>• Shift bonuses</li> <li>• Sickness pay</li> <li>• Tips or gratuities</li> <li>• Commissions</li> <li>• Overtime pay</li> <li>• Tutoring</li> <li>• Childcare/Babysitting</li> <li>• Farm income</li> <li>• Pension Income</li> <li>• Ontario Works</li> <li>• Ontario Disability Support Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Canada Pension Plan</li> <li>• Old Age Security</li> <li>• Alimony/support payments</li> <li>• Canada Child Benefit</li> <li>• War Veteran’s Allowances</li> <li>• Employment Insurance</li> <li>• Training allowances</li> <li>• Annuities</li> <li>• Workers Compensation payments</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsorship payments</li> <li>• Canada Manpower Retraining Allowance</li> <li>• One time lump sum payments (e.g., inheritances, court and out-of-court settlements)</li> <li>• Mortgage income</li> <li>• Pensions or other income from another country</li> </ul>
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Name of Household Member	Source of Income	Gross Monthly Income (before deductions)

Has any member of the household named in this application been convicted of a crime under the <i>Criminal Code</i> (Canada) in relation to the receipt of rent-geared-to-income assistance within the last 2 years?	Yes	No
Has any member of the household been evicted through the <i>Landlord and Tenant Board</i> for illegal or criminal behavior (evicted on an <i>N6-Notice to End Your Tenancy for Illegal Acts</i> ) in the last 5 years?	Yes	No

### 9. Declaration of Income Producing Assets

Please list all Foreign and Canadian income producing assets held by every member of the household. If additional space is needed please attach the additional information. **Please see Examples of Income Producing Assets that follows.**

#### Examples of Income Producing Assets

- Real estate which you rent to someone (example: business, farmland, mobile home)
- A license which gives you income (example: taxi license)
- Business assets
- All investments, RRSP, RESP, RDSP, including bank accounts, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes or term deposits, mutual funds, Canada Savings Bonds, etc.
- Assets held in another country

Name of Household Member	Name of Asset	Gross Monthly Income (before deductions)

### 10. Non-Income Producing Assets (to be completed by rent-gearred-to-income applicants only)

**\*NOTE: If you own a house, you must agree to sell it within 180 days of being housed in a rent-gearred-to-income unit. Certain exclusions may apply.\***

Property owned: (If appraised value is not known, indicate approximate value)	Applicant	Co-Applicant	Other	Proof	Office use only:
Cash or non-interest bearing accounts	\$	\$	\$	Confirmation of annual average, typical monthly balance	
House	\$	\$	\$	MPAC Current Value Assessment, Property tax bill	
Vacant Property	\$	\$	\$	Confirmation of appraised value and mortgage	
Less: Amount of Mortgage Outstanding	\$	\$	\$	Mortgage statement	
Business Assets (Partnership, etc.)	\$	\$	\$	Business tax return	
Monies Owed to You (Amounts over \$500)	\$	\$	\$	Affidavit of moneys owed or signed letter/agreement	
Paid-Up Life Insurance	\$	\$	\$	Annual statement	
Other – Specify:	\$	\$	\$		

### 11. Have you ever lived in social housing? Yes No **If Yes, please complete the section below.**

Name of Household Member	Address	Social Housing Landlord Name	Month/Year you moved out

Does any member of the household named in this application owe money to any federally, provincially or municipally funded social housing landlord in Ontario?	Yes No
If <b>YES</b> and any member of the household owes money, is a written re-payment agreement in place? <i>If yes, please attach a copy of the repayment agreement.</i>	Yes No
If a written re-payment agreement is in place are the payments up to date?	Yes No

**12. List all addresses where you have resided in the last 3 years**

Name of Household Member	Address	Landlord Name	Month/Year you moved out

## Section 2 Can-Am Urban Native Homes

Provides Subsidized Housing for Indigenous Families

**Would you like your application forwarded to Can-Am Urban Native Homes?**

**Yes**
                         
  **No**

If you choose **YES**, proof of Indigenous Ancestry will be required to verify eligibility for RGI housing. This may include one of the following:

- photocopy of Indigenous Status card
- photocopy of Metis Membership card
- photocopy of N Number Card for Inuit Ancestry
- letter from the affiliated Band Office stating Indigenous ancestry
- written confirmation from a representative of a recognized support service agency, lawyer or legal clinic confirming Indigenous Ancestry

**A Can-Am Urban Native Homes brochure providing further details about this housing program can be obtained at the Central Housing Registry – Windsor Essex County office.**

**SIGNATURES:**

(All household members 16 years of age or older or their approved designate must sign the application form. This does not include dependent household members)

	Print Name	Signature	Date (mm/dd/yy)
<b>Applicant</b>			
<b>Co-Applicant</b>			
<b>Other Household Member</b>			
<b>Other Household Member</b>			
<b>Other Household Member</b>			

## Section 3 Co-operative Housing

If you wish to include Co-operative Housing Developments on your Location Preference Sheet please *read*, and if you agree, *sign below*:

1. Residents in Co-operative (Co-op) Housing developments are members and not tenants. The Co-operative is run by the members who live in the Co-op community. There is additional information applicants should be aware of when applying for a home in a housing Co-op.
2. We have read and understand the following which specifically apply to Co-operative Housing developments.
3. We understand that only members of a Co-operative may live in a Co-op and we must apply for membership and occupancy rights directly with the Co-op.
4. We understand we must attend an interview and information exchange meeting with a Co-op committee and can become members only if the Co-op accepts us. Applying does not guarantee that we will be accepted for occupancy.
5. We understand that Co-operative housing developments require additional fees and deposits such as a sector fee and a maintenance deposit.
6. We understand that Co-ops expect members to share responsibility in running the co-op community and perform some duties and tasks and we agree to take part in this responsibility.
7. We understand that Co-ops are governed by the Co-operative Corporations Act of Ontario, the Co-op's specific Bylaws and rules, only parts of the Residential Tenancies Act and in some cases, the Housing Services Act.
8. We understand that each Co-op sets its own pet policy which we agree to follow.
9. I/We understand that all members of the household who are 16 years or older must sign the application and consent, or have it signed on their behalf by an approved designate – parent, guardian, person with power of attorney or authorization to complete an application and provide consent on behalf of an applicant. (Proof of age must accompany the application)

### SIGNATURES

**(All household members 16 years of age or older or their approved designate must sign the application form. This does not include dependent household members.)**

	Print Name	Signature	Date (MM/DD/YY)
<b>Applicant</b>			
<b>Co-Applicant</b>			
<b>Other Household Member</b>			
<b>Other Household Member</b>			
<b>Other Household Member</b>			



## Section 4

### Declarations and Consents

**IMPORTANT NOTE: All members of the household who are 18 years of age and older (or 16 if you are the primary applicant) must sign both the 'Declarations' and 'Consent and Release' portions of this application on Pages 8 & 9.**

#### Definitions

For the purposes of this application the stated terms have the following meanings:

“**CHR**” means the Central Housing Registry – Windsor Essex County, being operated by the Windsor Essex Community Housing Corporation;

“**Housing Program**” means a program that provides funds to subsidize the rent for qualifying households;

“**Participating Housing Provider**” means a landlord that is participating in or will participate in a Housing Program;

“**Service Manager**” means The Corporation of the City of Windsor.

### Declaration

#### The undersigned agree and declare:

1. Everything I have written in this document is true and no information that is required to be given has been withheld or omitted.
2. I understand that the CHR and any Participating Housing Provider, will use my personal information to determine if I am eligible or continue to be eligible for the Housing Program; the size and type of unit I may be eligible to receive; my placement on wait lists; and the amount of Housing Program rent payable by me.
3. I declare that I am in Canada legally.
4. I understand that I must pay back any money I owe to the applicable Participating Housing Provider.
5. I understand that it is an offence for an individual to knowingly obtain or assist a household member to obtain Housing Program assistance for which they are not entitled.
6. I understand that if something in my Application, or any other information that I provide to CHR, a Participating Housing Provider, or the Service Manager is missing, incorrect or false, then they (jointly or individually) may request additional information, or may cancel my eligibility for Housing Program assistance and request my household reimburse them for the amount of RGI assistance paid on behalf of my household.
7. I understand that if the CHR, the Service Manager or any Participating Housing Provider, requests a reimbursement from a household, the members of the household who are parties to the lease or the occupancy agreement for the unit are jointly and severally liable to pay the amount owing.
8. I understand that only the people I have listed on this document may live with me in housing subsidized by the Housing Program.
9. Any occupancy granted as a result of this Application is subject to the present tenant vacating the premises, if and when offered to me. I agree to waive any claim for damages against the CHR, Service Manager and the Participating Housing Provider, or any organization that processes this application and/or offers subsidized housing to me, for any and all losses that accrue to me resulting from the present tenant not vacating the premises offered to me on the date originally indicated by the present tenant.
10. Personal information contained in this form, or in any attachment to it, is collected by the CHR, the Service Manager and the Participating Housing Provider pursuant to the *Freedom of Information & Protection of Privacy Act* or the *Municipal Freedom of Information and Privacy Act*, and will be used only as set out in this form and in accordance with relevant governing legislation.

## Consent and Release

1. The undersigned consent(s) to the collection, use and disclosure of such information as is required for the purpose of processing the CHR Application Form and as may otherwise be required for the operation of the Housing Program. Uses may include but are not limited to: determining the eligibility of the household for Housing Program assistance; determining the size and type of unit in respect of which the household is eligible to receive Housing Program assistance; determining the placement of the household on wait lists and determining the amount of Housing Program rent payable by the household. Disclosure may include but is not limited to: the Service Manager; Participating Housing Providers; and any relevant support service or community agency or institution assisting the undersigned with obtaining and retaining Housing Program assistance.
2. Without restricting the generality of the consent in paragraph 1, the undersigned specifically consents to the disclosure of information by any third parties to the CHR, the Service Manager, and any Participating Housing Provider for the purpose of obtaining and retaining Housing Program assistance.
3. The undersigned further consent(s) to the exchange of my/our personal information or the personal information of any dependents included in our household with, among, and between the CHR, the Service Manager, and any Participating Housing Provider or its agents under contract, for the purpose of obtaining and retaining Housing Program assistance and/or special needs housing including my placement on any applicable wait lists.
4. The undersigned further consent(s) to the exchange of personal information with, among, and between all or any of the following: CHR, Participating Housing Provider, any relevant support service or community agency or institution assisting the undersigned with obtaining and retaining Housing Program assistance, the Service Manager, Ontario Works delivery agents, credit bureaus, the government of any other province or territory, the Government of Ontario, or any agency, Ministry or department of any of the foregoing, any housing service corporations and associate housing registries including the Provincial Former Tenant Arrears database or other Access Sites, for the purposes of determining or verifying initial or continued eligibility and/or for the administration of my/our Housing Program assistance.
5. Each of the undersigned release(s) the CHR, Participating Housing Provider, The Corporation of the City of Windsor and the Corporation of the County of Essex from any liability or claim of any nature or kind in connection with the collection, use and disclosure of information provided for the purpose of processing the CHR Application Form and operation of the Housing Program, provided that such organizations comply with the provisions of all relevant governing legislation regarding the release and exchange of information.

**SIGNATURES:** All household members 16 years of age or older must sign the application form. This does not include dependent household members.

	Print Name	Signature	Relationship to Applicant	Date (mm/dd/yy)
Applicant				
Co-Applicant				
Other Household Member				
Other Household Member				
Guardian/ Trustee				

The personal information on this form is collected under the authority of the Housing Services Act Sections 169-176 the *Freedom of Information & Protection of Privacy Act* and/or the *Municipal Freedom of Information and Privacy Act* (R.S.O. 1990,c M.56) and will be used to process your application under and the operation of the Housing Program. Questions about the collection and use of your information should be forwarded to the Manager, Central Housing Registry by mail at 945 McDougall Ave. P.O. Box 1330, Windsor, ON N9A 6R3 or by phone at (519) 254-1681 ext. 3230.

## Section 5

### MARKET RENT HOUSEHOLDS REQUESTING RGI ASSISTANCE

PLEASE COMPLETE, SIGN AND DATE THE *CHR-WEC APPLICATION FOR SUBSIDIZED HOUSING FORM AND LOCATION PREFERENCE SHEET*.

ONCE COMPLETED, PLEASE SUBMIT THE *CHR-WEC APPLICATION FOR SUBSIDIZED HOUSING FORM AND LOCATION PREFERENCE SHEET* TO YOUR SOCIAL HOUSING PROVIDER.

THE SOCIAL HOUSING PROVIDER WILL COMPLETE PAGES 11 & 12 OF THE *CHR-WEC APPLICATION FOR SUBSIDIZED HOUSING FORM* AND WILL FORWARD THE COMPLETED *CHR-WEC APPLICATION FOR SUBSIDIZED HOUSING FORM AND LOCATION PREFERENCE SHEET* TO THE *CENTRAL HOUSING REGISTRY – WINDSOR ESSEX COUNTY*.

#### ***Who does this affect?***

A household residing in a designated housing project may apply for rent-geared-to-income assistance after paying market rent for a minimum of 12 consecutive months whether they have moved in at market rent or established an RGI to market rent tenancy after move in.

#### ***What are the criteria?***

The market rent household residing in a designated social housing project must have experienced a significant or material change resulting in financial hardship after establishing a market rent tenancy (e.g. death of a spouse, loss of employment or support income).

The market rent household must be deemed eligible for RGI assistance and must retain their hardship status in order to remain categorized as Priority II status on their designated housing project's internal waitlist.

The household's request must be specific to the designated social housing project where they reside and the household may indicate a preference to remain in the unit they currently occupy provided the household is eligible for their current unit size in accordance with the occupancy standards.

Eligible households will receive Priority II status based on their original date of application (i.e. the date the household first applied for tenancy with this designated social housing project) and be limited to one offer of accommodation (effective November 30, 2020).

The designated social housing provider ***must*** complete Section 5, pages 11 and 12, of this Application form and forward the fully completed and signed *Application for Subsidized Housing form and Location Preference Sheet* to the *Central Housing Registry – Windsor Essex County*.

In cases where approving a market household's Application for Subsidized Housing will create a temporary deviation to the social housing provider's legislated target plan, the social housing provider must obtain the prior written consent from the Service Manager. Any approved deviation to the legislated target plan would be on a temporary basis only and the social housing provider must return to the original legislated target plan using unit turnovers at the first opportunity to do so unless otherwise approved by the Service Manager.

**“SOCIAL HOUSING PROVIDER USE ONLY”**

**13. Social Housing Provider**

Please complete this section and submit completed *Application for Subsidized Housing form & Location Preference Sheet* to *Central Housing Registry – Windsor Essex County*.

<b>13.1</b> Has the household paid market rent for at least the last 12 consecutive months?	Yes	No
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<b>13.2</b> Any member of the household applying for subsidized housing must make reasonable efforts to pursue income if entitled to receive such income under the Ontario Works Act 1997; Divorce Act (Canada); Employment Insurance Act (Canada); financial undertakings given under the Immigration Act (i.e. Sponsorship Canada); and any pension or other benefit entitlement from the Provincial and Federal Government. Has the household made a reasonable effort to pursue such income?  EXCEPT: Special Priority RGI Household member(s) are NOT required to pursue the specified document(s)/Income(s) if the pursuit of the document(s)/Income(s) will place member(s) safety at risk.	Yes	No
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<b>13.3</b> If the household is in arrears, are they repaying in a manner satisfactory to the Social Housing Provider?	Yes	No
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<b>13.4</b> Has the household experienced a significant or material change resulting in financial hardship since establishing a market rent tenancy?	Yes	No
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<b>13.5</b> Please indicate the household’s original market application date (mm/dd/yy):
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<b>13.6</b> If the household’s original market application date is not available, indicate the original market move-in date (mm/dd/yy):
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**Other information, if necessary**

Provide any other information you deem relevant in the space below and attach additional information, as required.

**14. Social Housing Provider Mandate**

1. Is the occupancy consistent with the provider’s mandate?	Yes	No
2. If no, did the Board approve the deviation from the mandate in this case?  <i>If yes, state date of Board approval:</i>	Yes	No
3. Is the occupancy in compliance with RGI occupancy standards?	Yes	No

**15. Social Housing Provider Target Plan and Vacancy Information**

Please provide target plan and vacancy information as requested below at the time of this Application.

Item	RGI Units	Market Units
Target Plan		
Actual		
Number of Units physically vacant and not re-rented		
Number of Active Notices to Vacate		

**16. Social Housing Provider Contact Information and Declaration**

The undersigned declares that, to the best of their knowledge, the information provided in this form is true and accurate and further verifies that the tenant(s) named above are eligible for RGI assistance. The undersigned understands and agrees that:

1. If this household is approved for RGI assistance and such approval creates a temporary deviation to the target plan, the housing provider is required to obtain the prior written consent of the Service Manager; and,
2. Any approved deviation to the target plan is on a temporary basis only and the housing provider must return to the original target plan using unit turnovers at the first opportunity to do so unless otherwise approved by the Service Manager.

Social Housing Provider Location Name:	Social Housing Provider Contact (Name):
Social Housing Provider Location Address:	Phone Number:
Email Address:	Fax:
Social Housing Provider Contact Signature:	Date (mm/dd/yyyy):

**SECTION 6 TO THE CHR HOUSING APPLICATION: LOCATION PREFERENCE SHEET**

<b>A.</b>	<b>Application Process:</b>	<p>Applications for rent-geared-to-income (RGI) housing are available at: <a href="http://www.chrwec.com">www.chrwec.com</a>.</p> <p>You can apply online by creating an account, or completing the PDF application and submitting all your documents by e-mail, mail, fax, or in person at the CHR office. All applications must be complete.</p> <p>The CHR will work closely with you to help you complete your application for housing and determine your eligibility. Please speak with the CHR staff if you need additional support to complete your application, and they will refer you to an agency that can help. There are various community support agencies in Windsor-Essex that can help you apply for housing, housing benefits and other programs.</p> <p>Your application will not be considered for eligibility if the application form is incomplete or if documents are missing. The CHR will review your application to determine your eligibility. If you are eligible for subsidized housing, you will be placed on the waiting list of the social housing providers or housing benefit program you have selected.</p>
<b>B.</b>	<b>Types of Benefits:</b>	<p>Subject to eligibility, the following housing programs are available in Windsor-Essex through the CHR and can be selected on this form:</p> <ol style="list-style-type: none"> <li><b>1. Social Housing Units</b> - Rent-Geared-To-Income (RGI) subsidized housing units available only in the buildings listed below.</li> <li><b>2. Rent Supplements/Housing Allowances</b> - Provide rental assistance to low income households living in private market rental accommodations units in Windsor and Essex County. Allowances are attached to the unit, and if you move-out, you cannot take the benefit with you.</li> <li><b>3. Canada Ontario Housing Benefit ("COHB")</b> - A federal housing benefit program created by the Government of Canada that is an alternative to RGI. The COHB is portable, meaning it is not attached to a specific unit. It is an income-tested program, and if you are eligible, you can use the benefit amount to help you pay your rent anywhere in Ontario. The COHB is paid directly to you (not your landlord) and can be applied against your existing rental unit</li> </ol>


**SECTION 6 TO THE CHR HOUSING APPLICATION: LOCATION PREFERENCE SHEET**


<b>B.</b>	<b>Types of Benefits:</b>	<p><b>4. Windsor Essex Housing Benefit ("WEHB")</b> - A local housing benefit created by the City of Windsor as Service Manager for Windsor and Essex County as an alternative to waiting for rent-geared-to-income (RGI) housing. WEHB offers must be made in order of priority on the CHR waitlist. You can use this portable housing benefit to pay your rent anywhere in Windsor-Essex.</p> <p>The WEHB is paid directly to you (not your landlord) and can be applied against your existing rental unit and/or taken with you when you move within Windsor-Essex. You are responsible for any difference in rent. It is an income-tested program and you must meet applicable RGI income limits. To receive the WEHB, you cannot be: in a RGI unit, receiving the COHB or any other housing allowance, rent supplement or housing benefit. If you accept a WEHB housing benefit you must also come off the waitlist for social housing. More information can be found at: <a href="https://www.chrwec.com/wehb.php">https://www.chrwec.com/wehb.php</a></p>
<b>C.</b>	<b>Instructions For This Form</b>	<p>This form contains a listing of all RGI units available for rent in Windsor-Essex County and forms part of your application for housing. Units are listed by geographic area and alphabetically by site. Certain housing allowances and benefits are also available in Windsor-Essex.</p> <p>The number of people living in your household is one of the factors that determines what size unit you can select and be housed in. CHR can review these limits with you.</p> <p>Review the sites, addresses, bedroom sizes and property information carefully. Choose as many locations as you wish.</p> <p>You may change your building selections at any time by submitting your requested changes in writing to the CHR.</p> <p>Before selecting a building/location, please take note of the distance and location.</p> <p>A household or applicant who refuses a rent geared to income (RGI) housing offer will be removed from the CHR waitlist.</p>
<b>D.</b>	<b>Housing Offers:</b>	<p><b>You must accept the first unit that is offered from the locations you have selected to live in. If you do not accept your first offer of housing, you will be removed from the waiting list and you will need to re-apply with a new application date.</b></p>
<b>E.</b>	<b>Provider Policies:</b>	<p>Some providers may have specific internal policies (i.e.. pet policies, tenant insurance, satellite dishes, utility charges/deposits etc.). These will be clarified at the time of offer with individual housing providers. Information is subject to change.</p>


**SECTION 6 TO THE CHR HOUSING APPLICATION: LOCATION PREFERENCE SHEET**


<b>F.</b>	<b>Housing Types:</b>	<b>Built Form:</b> <b>APT</b> - apartment building <b>SD</b> - semi-detached home <b>SF</b> - single family home <b>TH</b> - attached townhouse	<b>Target</b> <ul style="list-style-type: none"> <li>• Adult</li> <li>• Family</li> <li>• Senior</li> </ul>	<b>Subsidy Type:</b> <b>RGI</b> - Rent-Geared-To-Income <b>RGI-RS</b> - RGI Rent Supplement <b>HS</b> - Housing Benefit
<b>G.</b>	<b>Geographic Locations:</b>	Page 4-6: Windsor East Page 7-8: Windsor Central Page 9: Windsor West Page 10: Amherstburg Page 10: Belle River Page 10: Essex Page 10: Harrow Page 10: Kingsville Page 10: LaSalle Page 10: Leamington Page 10: Tecumseh		





WINDSOR EAST (East of Walker Road and city limit boundary)							Size					Modified/ Accessible				Utilities Included					
<input checked="" type="checkbox"/>	Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas	Smoke Free		
	Can-Am Urban Native Homes** verification of Indigenous ancestry required	Family	40	180 Tecumseh East (Office) Various Locations	SF	RGI				X	X							No	No		
	Drouillard Place Terrace Inc.	Adult / Family	59	980 St. Luke Road	APT	RGI	X	X	X	X			6	6			12	Yes	No		
	Ford / Ferndale Apartments - CHC	Family	198	Reginald, Lassaline Ave.	TH	RGI			X	X								W Yes	E No	G Yes	Yes
	Ford / Ferndale Apartments - CHC	Adult	22	Reginald Avenue	APT	RGI		X										Yes		Yes	
	Fontainebleau Row - CHC	Family	175	Clarence, Grandview St.	TH	RGI			X	X	X							W Yes	E No	G Yes	Yes
	Fontainebleau Singles - CHC	Family	40	Armstrong, Haig, Joinville, Rivard Avenue	SF	RGI				X	X	X						W Yes	E No	G Yes	Yes
	Fontainebleau Towers - CHC	Senior	386	2455 Rivard Avenue	APT	RGI		X										Yes		Yes	
	George, Alice & Aubin - CHC	Senior	52	1600 Block George, Alice, Aubin	TH	RGI-RS	X	X										Yes		Yes	
	Grachanica Non-Profit Housing	Family / Senior	99	2428 Jos St. Louis	APT	RGI		X	X	X			3	2			5	Yes		No	
	Heimathof Retirement Home	Senior	50	5060 Wyandotte East	APT	RGI		X	X				2				2	Yes		No	
	Homeland Non-Profit Housing Complex	Adult / Family	79	3120 Meadowbrook	APT	RGI		X	X	X			2	2			4	Yes		Yes	
	Jefferson / Queen Elizabeth - CHC	Family	61	Jefferson Blvd, Queen Elizabeth Dr	SD SF	RGI				X								No		Yes	
	Jos Janisse - CHC	Family	34	859-881 Jos Janisse Ave.	TH	RGI				X								No		Yes	
	La Residence Richelieu	Senior	51	3140 Meadowbrook Lane	APT	RGI		X	X				3				3	Yes		No	


<b>WINDSOR EAST</b> (East of Walker Road and city limit boundary)							Size					Modified/ Accessible				Utilities Included					
<input checked="" type="checkbox"/>	Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas	Smoke Free		
	Labour Community Service Center - Family Housing	Family	70	3380 Ypres Avenue	TH	RGI		X	X	X				2	2		4	No	No		
	Labour Community Service Center - Senior Housing	Senior	50	3490 Ypres Avenue	APT	RGI		X	X				4				4	Yes	No		
	Lauzon Road - CHC	Family	108	2575 - 2633 Lauzon Road	TH	RGI			X	X	X							W Yes	E No	G Yes	Yes
	Lions Manor N.P. Housing - Verification of CNIB registration required	Adult / Senior	150	230 Strabane Avenue	APT	RGI		X										Yes			No
	Little River Acres (formerly Villages of Riverside) - CHC	Family	14	Arncliffe Court, Bayswater Court, Bayswater Crescent, Blencarn, Bentcliffe Court, Cottage Place, Foxhill Court, Foxhill Place	SF	RGI				X								Yes			Yes
	Meadowbrook Lane - CHC	Family	76	3105-3161 Meadowbrook Lane	TH	RGI			X	X					3		3	No	Yes		
	Parkwood Manor	Senior	61	3015 Temple Drive	APT	RGI		X	X				2	2			4	Yes	Yes		
	Paul Martin (Honourable) Townhouses River Park Non-Profit	Family	70	6901 Charlie Brooks Court	TH	RGI			X	X	X			1	2		3	No	No		
	Pillette Green Community Housing	Adult / Family	32	2750 Pillette Road	APT	RGI		X	X	X			1				1	Yes	Yes		
	Riggs Manor - CHC	Senior	50	4365 Wyandotte East	APT	RGI-RS		X										Yes			Yes
	Wyandotte East - CHC	Senior	12	4100 Block Wyandotte East	TH	RGI		X										Yes			Yes


WINDSOR EAST (East of Walker Road and city limit boundary)							Size					Modified/ Accessible				Utilities Included						
<input checked="" type="checkbox"/>	Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas			Smoke Free	
	Riverside - CHC	Senior	20	247 Watson, 8130, 8140, 8150, 8160 Clairview Avenue	TH	RGI	X	X											Yes	Yes		
	Riverside - CHC	Family	16	241, 243, 245 Watson Avenue	TH	RGI				X	X								Yes	Yes		
	Rosewood Court - CHC	Family	49	1200 Block Central Ave.	TH	RGI				X	X								W No	E No	G Yes	Yes
	Windsor Coalition Non-Profit Homes Inc.	Family	1	900 Howard (Office) Various Locations	SF	RGI				X									No	No	No	No

WINDSOR CENTRAL (Area within Walker Rd, Campbell Ave, Riverside Dr., and city limit to the South)							Size					Modified/ Accessible				Utilities Included				
<input checked="" type="checkbox"/> Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas	Smoke Free		
680 Aylmer	Adult / Family	82	680 Aylmer	APT	RGI		X	X	X	X		2		1	2	5	Yes	No		
Can-Am Urban Native Homes **verification of Indigenous ancestry required	Family	24	180 Tecumseh East (Office) Various Locations	SF	RGI			X	X	X			1			1	No	No		
Campbell Avenue - CHC	Senior	120	1100 - 1200 Campbell Avenue	TH	RGI-RS	X	X										Yes	Yes		
Cencourse	Senior	294	30 Tuscarora	APT	RGI-RS		X										Yes	No		
Chateau Masson - CHC	Adult	79	415 University Avenue East	APT	RGI	X											Yes	Yes		
Cherniak Manor - CHC	Senior	117	120 Oak Avenue	APT	RGI-RS		X					3				3	Yes	Yes		
Dr. Roy Perry Apartments - CHC	Adult / Family	132	395 University Avenue East	APT	RGI		X	X				6				6	Yes	Yes		
Glengarry Court - CHC	Adult / Family	57	317 University Avenue East	APT TH	RGI		X	X	X	X	X						W No	E No	G Yes	Yes
Hallmark - CHC	Family	26	1300 Block Hallmark	SD	RGI				X								No		Yes	
John Moynahan Co-Operative	Family	66	1207 Labour Crescent	SD	RGI			x	x	x			2	1	1	4	No	No		
Ka Wah Manor	Adult / Family	60	350 Church Street	APT	RGI		X	X	X	X		2	1			3	Yes	No		
MacDonell Manor - CHC	Family	56	438 Niagara Street	APT	RGI			X	X				4			4	Yes	Yes		
McPhail Manor - CHC	Family	50	860 Mercer Street	APT	RGI			X	X				2			2	Yes	Yes		
Memorial Drive - CHC	Senior	24	685-817 Memorial	TH	RGI		X										Yes	Yes		
Mrs. Cameron H. Montrose - CHC Apartments	Adult / Family	132	445 Glengarry Avenue	APT	RGI		X	X									Yes	Yes		
Ouellette Manor - CHC	Senior	400	920 Ouellette Avenue	APT	RGI		X										Yes	Yes		
Palazzo Italia	Adult / Family	76	274 Erie East	APT	RGI		X	X	X				4			4	Yes			
Raymond Desmarais Manor - CHC	Senior	300	255 Riverside Drive East	APT	RGI		X										Yes	Yes		

WINDSOR CENTRAL (Area within Walker Rd, Campbell Ave, Riverside Dr., and city limit to the South)							Size					Modified/ Accessible		Utilities Included				
<input checked="" type="checkbox"/> Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas	Smoke Free
Remington Park - CHC	Family	228	South Pacific / Slater / Hawksbury / Marie / Reading / Southdale / Glenbrook / Hartford	TH SF SD	RGI			X	X	X			6			6	No	Yes
Thompson Towers	Adult / Family	69	495 Glengarry	APT	RGI		X	X		X		4	4		1	9	Yes	No
Villa Ciociara / Villa Montecassino	Senior	27	900 Windsor	APT	RGI		X	X				1				1	Yes	No
Wheelton Manor - CHC	Adult / Family	136	333 Glengarry	APT	RGI	X	X										Yes	Yes
Windsor Coalition Non-Profit Homes	Family	9	900 Howard (Office)	SF	RGI				X								No	No
Windsor Homes Coalition	Adult / Family	92	900 Howard (Office)	ALL	RGI-RS		X	X	X				1			1	No	No
Windsor Residence Inc.	Adult	56	455 Dougall	APT	RGI		X										Yes	No
Windsor Residence Inc.	Adult	80	1011 McDougall	APT	RGI	X		X									Yes	No
Woodward - CHC	Family	42	Woodward/Chaviva	SD	RGI			X	X	X							No	Yes

WINDSOR WEST (West of Campbell Ave., and city limit boundary)							Size					Modified/ Accessible				Utilities Included				
<input checked="" type="checkbox"/> Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas			Smoke Free
Ambassador Huron Apartments	Adult / Family	92	1705 - 1725 Northway	APT	RGI		X	X	X			3	2			5	Yes			No
Arthur Reaume Manor - CHC	Single	129	605 Mill St	APT	RGI		X					2				2	Yes			Yes
Ashgrove Manor - CHC	Senior	208	140 Bridge Ave	APT	RGI-RS	X	X	X									Yes			Yes
Bloomfield / St Joseph - CHC	Family	158	Bloomfield / St Joseph / Baby	TH	RGI				X	X	X						Yes			Yes
Bridgeview - CHC	Family	100	Bridgeview Area	SF	RGI			X	X								No			Yes
Can-Am Urban Native Homes **verification of Indigenous ancestry required	Family	20	180 Tecumseh East (Office) Various Locations	SF	RGI				X	X							No			No
Curry / McKay - CHC	Family	200	Curry / McKay Area	TH SD	RGI			X	X	X							W Yes	E No	G Yes	Yes
Essex Court - CHC	Family	207	Wells / Millen / South Area	TH	RGI				X	X							Yes			Yes
LCSC / Clarence Williams	Family	98	2363 Union	TH	RGI				X					5		5	No			No
Partington - CHC	Senior	16	1200 Block Partington	TH	RGI		X										Yes			Yes
Scattered West - CHC	Family	56	Various Locations	TH SF	RGI			X	X	X	X						W No	E No	G Yes	Yes
Ser-Rise / Gloster Apartments	Adult	50	1950 College	APT.	RGI		X					5				5	Yes			No
St. John Anglican Non-Profit / Westgate	Senior	62	3294 Sandwich	APT.	RGI		X	X				4				4	Yes			No
Windsor Homes Coalition	Adult / Family	6	900 Howard (Office) Various	APT	RGI-RS			X	X								No			No

ESSEX COUNTY							Size					Modified/ Accessible				Utilities Included					
<input checked="" type="checkbox"/> Site	Target Group	Total Units	Address	Built Form	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Total Acc	W = water E = electricity G = gas	Smoke Free			
<b>AMHERSTBURG</b>																					
	Frank Long Co-Operative Homes	Family	45	275 Kempt	TH	RGI		X	X	X				2			2	No	No		
	Victoria - CHC	Adult	67	340 & 346 Victoria South	APT	RGI	X											Yes	Yes		
	Warren Park - CHC	Family	24	Fort and Main	SF	RGI		X	X									No	Yes		
	Wesview Apartments	Senior	50	160 Pickering	APT	RGI	X	X				3					3	Yes	Yes		
<b>BELLE RIVER</b>																					
	Belle Court Homes	Family	37	560 Adelaide	TH	RGI		X	X	X			1	1			2	No	No		
	St. Charles - CHC	Adult	20	642 St. Charles	APT	RGI	X											Yes	Yes		
<b>ESSEX</b>																					
	Maplewood Apartments - CHC	Adult	137	109 - 111 Brien East	APT	RGI	X											Yes	Yes		
<b>HARROW</b>																					
	Eil-Roy Manor - CHC	Adult	24	14 King East	APT	RGI	X											Yes	Yes		
<b>KINGSVILLE</b>																					
	Legion Senior Non-Profit / Legion Estates	Adult / Family	60	148 Lansdowne	APT TH	RGI	X	X	X	X			3				3	Yes	Yes		
	Palmer Court - CHC	Adult	30	194 Division North	APT	RGI	X											Yes	Yes		
	Prince Albert - CHC	Adult	22	32 Prince Albert South	APT	RGI	X											Yes	Yes		
<b>LASALLE</b>																					
	Delmar - CHC	Adult	15	1905 Delmar	APT	RGI	X											Yes	Yes		
	Trillium Court	Family	56	1696 Trillium	TH	RGI		X	X	X			2	1			3	No	No		
<b>LEAMINGTON</b>																					
	Emerson Park Non-Profit	Family	50	10 Emerson	SD	RGI		X	X	X			3				3	No	No		
	Lutsch - CHC	Adult	34	29 Lutsch	APT	RGI	X											Yes	Yes		
	Mariner's Co-Operative Homes	Family	50	282 Sherk	TH	RGI		X	X	X			1	1			2	No	No		
	Nancy Court - CHC	Family	16	Nancy / Pearl	TH	RGI		X	X									W Yes	E No	G Yes	Yes
	Nancy - CHC	Adult	11	17 Nancy	APT	RGI	X	X										Yes	Yes		
	The Cedars Apartments - CHC	Adult	41	165 Talbot East	APT	RGI	X											Yes	Yes		
<b>TECUMSEH</b>																					
	Arbour - CHC	Adult	38	11934 Arbour	APT	RGI	X											Yes	Yes		
	Ryegate Co-Operative Homes	Family	50	1156 Community	TH	RGI		X	X	X			1	2			3	No	No		

RENT SUPPLEMENTS, COHB, WEHB				Size (check)					Modified/ Accessible (check)				Type (check)					
<input checked="" type="checkbox"/>	Housing Benefit Program	Notes	Subsidy Type	Bachelor	1 BR	2 BR	3 BR	4 BR	5 BR	1 BR Acc	2 BR Acc	3 BR Acc	4 BR Acc	Other	adult	family	senior	Smoke Free
	Rent Supplement - East Windsor		RGI-RS															
	Rent Supplement - Central Windsor		RGI-RS															
	Rent Supplement - West Windsor		RGI-RS															
	Rent Supplement - Essex County		RGI-RS															
	Canada Ontario Housing Benefit (COHB)		HS															
	Windsor Essex Housing Benefit (WEHB)		HS															

I/we accept responsibility to select locations for the entire household. I/we confirm I/we have received a copy of this form. Any changes to this form must be made in writing to the CHR.

**Applicant**

\_\_\_\_\_  
applicant name (print above)

X \_\_\_\_\_  
applicant signature (sign above)

\_\_\_\_\_  
date

**Guardian/Trustee:**

\_\_\_\_\_  
print above

**Co-Applicant**

\_\_\_\_\_  
co-applicant name (print above)

X \_\_\_\_\_  
co-applicant signature (sign above)

\_\_\_\_\_  
date

**Intake/CHR Representative:**

\_\_\_\_\_  
print above