

Finlandia Village



233 Fourth Avenue, Sudbury, ON P3B 4C3
Telephone (705) 524-3137 Fax (705) 524-5723
www.finlandiavillage.ca



Finlandia Village Housing Application

Finlandia Koti / Palvelukoti / Majatalo / Lepokoti

Finlandia Village offers a number of housing choices to suit your lifestyle, Market Rent apartments, Rent Geared to Income apartments and Affordable Housing apartments in one and two bedroom apartments. (All units are Smoke Free)

Finlandia Koti – 90 one and two bedroom apartments.

Palvelukoti – 46 one bedroom apartments.

Majatalo – 8 shared seniors housing suites.

Lepokoti – 82 one and two bedroom apartments

Supportive Housing / Assisted Living

Support services are offered to anyone living on the Finlandia Village campus. The support services provide Personal Support Workers to assist you with personal care and homemaking to help you remain in your apartment safely and independently for as long as possible. Please complete the attached Supportive Services for Seniors form if you require services.

**Please complete attached forms and return to: Finlandia Village
Main Office (Block C)
233 Fourth Avenue
Sudbury, ON P3B 4C3**

Finlandia Village is located on 41 acres of land, nestled in a park-like setting overlooking the north shore of Lake Ramsey.

MISSION STATEMENT

Founded and maintained in the Finnish tradition, we strive to provide quality aging in place (a continuum of care) for our multicultural community.



Finlandiakylän asunnonhakukaavake

Finlandiakoti / Palvelukoti / Majatalo / Lepokoti

Finlandiakylässä on tarjolla eri elämäntyyliin sopivia asumismuotoja: yhden ja kahden makuuhuoneen täysvuokra-asuntoja, avustusasuntoja sekä kohtuuvuokra-asuntoja. (Tupakointi on kielletty kaikissa asunnoissa.)

Finlandiakoti – 90 yhden ja kahden makuuhuoneen asuntoa.

Palvelukoti – 46 yhden makuuhuoneen asuntoa.

Majatalo – 8 senioriasuntoa yhteistiloin.

Lepokoti – 82 yhden ja kahden makuuhuoneen asuntoa.

Palveluasuminen / Avustusasuminen

Kaikki Finlandiakylän asukkaat voivat saada tarvitsemiaan palveluja. Lähihoitajat (PSW) avustavat henkilökohtaisessa hygieniassa ja kotitöissä voidaksenne asua itsenäisesti ja turvallisesti omassa asunnossa mahdollisimman kauan. Olkaa hyvä ja täyttäkää oheinen kaavake, jos tarvitsette palveluja.

Olkaa hyvä ja täyttäkää oheiset kaavakkeet ja palauttakaa ne seuraavaan osoitteeseen: Finlandia Village

**Finlandia Village
Main Office (Block C)
233 Fourth Avenue
Sudbury, ON P3B 4C3**

Finlandiakylä sijaitsee puistomaisella 41 eekkerin alueella Ramsey-järven pohjoisrannalla

TOIMINTAPERIAATE

Perustettu ja ylläpidetty perinteiseen suomalaiseen tapaan, pyrkimyksenä tarjota laadukasta ikääntymistä yhdellä alueella (hoidon jatkumo) monikulttuuriselle yhteisöllemme.



Finlandia Village Housing Options

Finlandia Koti / Palvelukoti / Majatalo / Lepokoti

Finlandia Village offers a number of housing choices, Market Rent apartments, Rent Geared to Income apartments and Affordable Housing Program apartments. Please indicate your selection in the space provided on the application form.

Finlandia Koti – is a 90 unit apartment building. Units are available at market rent and with rent-geared-to-income.

- Rent Geared To Income

Rent-geared-to-income (RGI) housing is subsidized housing. If applying for RGI, income verification will be required and eligibility for RGI will be determined based on the household's gross income. Rent-geared-to-income is calculated at 30% of gross household income. The waiting list for RGI units at Finlandia Koti is managed by the City of Greater Sudbury. Your application will be forwarded to the City of Greater Sudbury.

- Market Rent – The current market rent is \$903 per month - one bedroom unit.
\$968 per month – two bedroom unit.

Palvelukoti – is a 46 unit apartment building. Units are available at market rent and with rent-geared-to-income. There are 6 modified units that are wheelchair accessible.

- Rent Geared To Income

Rent-geared-to-income (RGI) housing is subsidized housing. If applying for RGI, income verification will be required and eligibility for RGI will be determined based on the household's gross income. Rent-geared-to-income is calculated at 30% of gross household income.

- Market Rent – The current market rent is \$903 per month – one bedroom unit.

Lepokoti – is an 82 unit apartment building under the Affordable Housing Program. All units are at market rent.

- \$37,260 or less - Affordable Housing Program current Market Rent is \$621 per month.

Your income is confirmed by your most recent income tax assessment completed by Revenue Canada. The income from line 150 (Total Income) is used. Applicant households must provide the appropriate income tax information. In order to be eligible and ultimately be housed in a unit funded under the AHP program, the incoming tenant household must meet all the eligibility criteria for social housing AND have an income below the Annual Income Limit.

- \$37,260 or more – The current Market Rent is \$1,183 per month – one bedroom unit.
\$1,345 per month – two bedroom unit.

Majatalo is an 8 unit shared seniors housing building. All units are at market rent.

- The current Market Rent is \$945 per month for a suite.

OUR COMMITMENT TO YOU

Finlandia Village has a long-standing commitment to maintaining the confidentiality and security of your Personal Information. Our practices are aligned with the Canadian standards Association (CSA) for the Protection of Personal Information and with the Ontario Ministry of Health and Long-Term Care's Personal Health Information Protection Act (PHIPA) and the Housing Services Act, 2011.



Finlandiakylän asumismahdollisuudet

Finlandiakoti/ Palvelukoti / Majatalo / Lepokoti

Finlandiakylässä on tarjolla eri asumismuotoja: täysvuokra-asuntoja, tukiasuntoja ja kohtuuvuokra-asuntoja. Merkitse valintasi hakukaavakkeessa olevaan tilaan.

Finlandiakoti – 90 asunnon kerrostalo. Asunnot ovat joko täysvuokra tai tukiasuntoja.

- Tukiasunto (vuokra tulojen mukaan)

Tukiasunnot saavat kaupungin avustusta. Asunnonhakijalta vaaditaan tulosestus ja kelpoisuus riippuu perhekunnan kokonaistulosta. Vuokra lasketaan niin, että se on 30% perhekunnan kokonaistulosta. Odotuslistasta huolehtii Sudburyn kaupunki, jonka toimistoon hakukaavake toimitetaan.

- Täysvuokra-asunnot – tämänhetkinen yhden makuuhuoneen asunnon kuukausivuokra on \$903 ja kahden makuuhuoneen asunnon \$968.

Palvelukoti – 46 asunnon rakennus. Asunnot ovat sekä täysvuokra- että tukiasuntoja. Kuusi asuntoa on modifioitu pyörätuolin käyttöön.

- Tukiasunto

Tukiasunnot saavat kaupungin avustusta. Asunnonhakijalta vaaditaan tulosestus ja tuen saanti riippuu perhekunnan kokonaistulosta. Vuokra lasketaan niin, että se on 30% perhekunnan kokonaistulosta.

- Täysvuokra-asunto – tämänhetkinen vuokra \$903 - yksi makuuhuone

Lepokoti – 82 asunnon Affordable Housing-ohjelman alainen kerrostalo. Kaikki asunnot ovat täysvuokra-asuntoja.

- \$37,260 tai alle- Affordable Housing –ohjelma – täysvuokra on \$621 kuukaudessa

Tulojen suuruus näkyy Revenue Canadian lähettämästä veroarviointipaperista. Rivillä 150 (Total Income) olevaa summaa käytetään vuokran määrittämiseen. Päästäkseen asumaan AHP-ohjelman alaiseen asuntoon, asukkaaksi pyrkivän perhekunnan tulee täyttää kaikki tukiasumuksen vaatimukset. Lisäksi tulot eivät saa ylittää vuosituloylärajaa.

- \$37,260 tai yli - tämänhetkinen täysvuokra on \$1,183 kuukaudessa - 1 makuuhuone
\$1,345 kuukaudessa -2 makuuhuonetta

Majatalo - 8 huoneen yhteistiloilla varustettu senioriasunto. Vain täysvuokra.

- Tämänhetkinen täysvuokra asunnosta on \$945 kuukaudessa.

TEILLE ANNETTU SITOUMUS

Finlandiakylä on tehnyt kestävän sitoumuksen henkilökohtaisten tietojen luottamuksellisina säilyttämiseksi. Olemme yhteistyössä Canadian Standards Association (CSA) -järjestön kanssa henkilökohtaisten tietojen turvaamiseksi ja noudatamme Ontarion hallituksen terveysministeriön Personal Health Information Protection Act (PHIPA) ja vuoden 2011 Housing Services Act -säädöksiä.

Finlandia Village



233 Fourth Avenue, Sudbury, ON P3B 4C3
 Telephone (705) 524-3137 Fax (705) 524-5723
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Thank you for considering Finlandia Village your home. Attached you will find the following for your completion:

- **Support Services Form**
- **Sudbury and Area Application for Rental Accommodation**

Please complete the above forms in their entirety and return the originals signed and dated to our main office located in Hoivakoti Block C.

If you require assistance in the Finnish language to complete the attached information, please set up an appointment at the main office located in Hoivakoti Block C.

Apartment Units Available		One (1) Bedroom	Two (2) Bedroom
Finlandia Koti	Market Rent	\$903	\$968
Palvelukoti	Market Rent	\$903	n/a
Lepokoti	Market Rent	\$1,183	\$,1345
Lepokoti	Affordable Housing Rent	\$621	n/a

**FINLANDIA VILLAGE CAMPUS
 SUPPORTIVE SERVICES FOR SENIORS**

FINLANDIA VILLAGE OFFERS THE FOLLOWING SERVICES FOR SENIORS AT THIS TIME:

Please tell us which Services you will require:

	Yes	No
Meal Plan		
Assistance with medication		
Housekeeping/Cleaning		
Assistance with personal care		
Reception/Security checks (daytime only)		
Finnish Cultural Support		
<i>Are you using Community Services at this time such as:</i>		
V.O.N. Nurse		
Homemaker		
Visiting Laboratory		
Oxygen		
Other (explain)		

_____ Date

_____ Signature

PRIORITY IS GIVEN TO PERSONS REQUIRING SERVICES

Confidential when completed



Olemme iloisia, että olette kiinnostunut Finlandiakylän vuokra-asunnoista. Ohesta löydätte seuraavat kaavakkeet täytettäväksi:

- **Tukiohjelma ikääntyville -kaavake**
Supportive Services for Seniors Form
- **Sudburyn ja ympäristön vuokra-asuntojen hakukaavake**
Sudbury and Area Application for Rental Accommodation

Täyttäkää kaavakkeet huolellisesti kokonaisuudessaan ja palauttakaa ne allekirjoitettuina ja päivättyinä Hoivakotin toimistoon, block C.

Jos tarvitsette apua kaavakkeiden täyttämiseen suomen kielellä, voitte varata ajan Hoivakotin toimistosta.

Asuntovalinnat		yksi (1) makuuhuone	kaksi (2) makuuhuonetta
Finlandiakoti	<u>Täysi vuokra:</u>	\$903	\$968
Palvelukoti	<u>Täysi vuokra:</u>	\$903	-
Lepokoti	<u>Täysi vuokra:</u>	\$1,183	\$1,345
Lepokoti	Kohtuuvuokra-asunto	\$621	-

APUPALVELUJA FINLANDIAKYLÄN SENIORIASUKKAILLE

FINLANDIAKYLÄSSÄ on nyt tarjolla asukkaille allamainitut apupalvelut :

Olkaa hyvä ja merkitkää valintanne x:llä:

	kyllä	ei
päivittäiset ateriat		
lääkitys		
kotiapu / siivous		
apua henkilökohtaisessa puhtaudessa		
päivystys / turvallisuus (päivisin)		
Palveluita suomen kielellä ja suomalaisia ohjelmia		
<i>Käytättekö tällä hetkellä kunnallispalveluita kuten</i>		
V.O.N. – sairaanhoitajaa		
kodinhoitajaa		
vierailevaa laboratoriota		
happea		
Muuta palvelua (selitä):		

Päiväys

Allekirjoitus

ETUSIJA ANNETAAN PALVELUJA TARVITSEVILLE

Lomakkeen tiedot ovat luottamukselliset

April 2013

APPLICATION FOR RENT-GEARED-TO-INCOME ASSISTANCE

CITY OF GREATER SUDBURY

Any change in the information provided in this application must be reported in writing to the Sudbury Finnish Rest Home Society Inc. within 30 calendar days of the change occurring (i.e. change of address, phone number, family size, type or amount of income). Failure to report changes may result in the cancellation of your application and removal from the waiting list.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Please read the following information carefully before filling out your application.

Prior to completing the application, it is recommended that you review the rent-geared-to-income assistance program **ELIGIBILITY REQUIREMENTS- APPENDIX "C"** enclosed.

Tips on filling out your application:

- Please print and fill out all sections of the application form. If your application is incomplete, you will be contacted to provide any missing information. You will have 30 calendar days to submit the requested information. Please note that your application will not be placed on the waiting list until it is complete.
- You may be requested to provide documents to verify any information you have included in your application.
- Read the "Release and Consent" and "Declaration".
- All household members 16 years of age or older must sign the application form.
- Return the completed form to the Sudbury Finnish Rest Home Society Inc., 233 Fourth Ave, Sudbury P3B 4C3. Should you have any questions, contact the Society at 524-3137.
- **Include copies of Canadian citizenship (birth certificate, Record of landing, etc.) and verification of income for all sources of income listed on the application.**
- **KEEP YOUR APPLICATION CURRENT: You must contact the Sudbury Finnish Rest Home Society Inc. within THIRTY CALENDAR DAYS if any of the information you provide in this application changes.**

Personal information contained on this form or in attachments is collected, pursuant to the *Housing Services Act, 2011*, Sections 169, 170, 171, 172, 173 174, 175 and 176 and the *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c M.56)*.

This information may be used to determine suitability and eligibility for housing applied to, continuation of housing and the appropriate rent scale and rent-geared-to-income charge. Personal information may be disclosed to housing providers, other municipal or provincial departments and agencies that assist in the provision of social housing and social agencies providing social assistance to the applicant.

All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities. All applicants are required to provide supporting documentation.

You will be required to provide documentation clearly indicating your legal right to be in Canada.

This may include, but is not limited to, a copy of your birth certificate, immigration papers, or documents supporting your application for refugee status.

Many housing providers have units that are available at the market rent (similar to what you would pay a private sector landlord). If you think you can afford these rents, please let us know in Section 4 of the Application Form.

Many housing providers have units designated as special needs or modified for the physically disabled. If you are interested in these types of units, refer to Section 9 -Housing Requirements.

Special Priority Application

Abusive Relationship - A member of the household whose personal safety, or that of their family is at risk because of abuse may be entitled to "Special Priority Status". If you believe this is the case for your situation, you must complete the attached Appendix "A".

DISPONIBLE EN FRANÇAIS

INTERNAL USE ONLY: DATE _____ TIME _____

1. APPLICANT

LAST NAME	FIRST NAME	DATE OF BIRTH / / MONTH DAY YEAR		
SEX: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	SOCIAL INSURANCE NUMBER / /		Email: _____	
APT NO.	ADDRESS	TOWN/CITY	PROVINCE	POSTAL CODE
HOME PHONE NUMBER: ()		BUSINESS PHONE NUMBER: ()		
ALTERNATIVE PERSON TO CONTACT:	TELEPHONE NUMBER: ()	RELATIONSHIP TO APPLICANT:		

I am a: Canadian Citizen:____ Landed Immigrant:____ Refugee:____ Other:_____

2. OTHER HOUSEHOLD MEMBERS TO RESIDE IN ACCOMMODATION

LAST NAME	FIRST NAME	DATE OF BIRTH M/D/Y	SEX: M F		RELATIONSHIP TO APPLICANT	SOCIAL INSURANCE NUMBER
		/ /				/ /

I am a: Canadian Citizen:____ Landed Immigrant:____ Refugee:____ Other:_____

3. UNIT TYPE PREFERENCE

I/We wish to apply for a:

1 Bedroom Unit 2 Bedroom Unit

4. Are you applying for rent-geared-to-income assistance? Yes____ No____ (See Definition of Income – Appendix “B”)

Are you willing to pay market rent? Yes____ No____

5. STATUS IN CANADA

Has a removal order become enforceable under the *Immigration Act* (Canada) for any member of the household?
 Yes No

6. PRESENT LOCATION OF FAMILY MEMBERS TO RESIDE WITH YOU

Do all Household Members listed on the application currently reside in present accommodation with you?
 Yes No

If “No”, give address and reason for separation: _____

7. PRESENT ACCOMMODATION

Present Landlord’s Name: _____ Home Owner-----YES-----NO

Address: _____ Phone Number: () _____

How long have you resided at current address: _____

Previous Addresses in past 5 years:

Applicant	Other Household Members	Address	Length of Time at that Address		REASON FOR LEAVING
			FROM	TO	
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

Only complete this page if you are applying for Rent Geared to Income Assistance.

11. INCOME (SEE Definition of Income Appendix "B")

Supporting documentation must be provided upon request to confirm eligibility for rent-geared-to-income assistance. Information will be updated at least annually.

Source of Income	Gross Monthly Income (Before Deductions) for each household member 16 years of age or older		
	Applicant	Household Member Name:	Household Member Name:
Old Age Security (OAS)			
Canada Pension Plan (CPP) /CPP Disability			
Provincial Guaranteed Annual Income System (GAINS)			
Pensions from other Countries			
Workplace Safety and Insurance Board Pension			
Other Disabilities Pension – Specify:			
War Veteran's Allowance (DVA)			
Private Pension – Specify:			
Employment Income – Full or Part-Time Employer Name:			
Employment Income – Self Employment			
Ontario Works / Ontario Disability Support Program (ODSP)			
Alimony/Support			
Employment Insurance Benefits (EI)			
Band Allowance			
OSAP / Study Grants / Training Allowance			
Other – Specify:			
TOTAL GROSS MONTHLY INCOME \$:			

INCOME PRODUCING ASSETS Balance of Accounts / Investments			
Savings Account Balance			
Chequing Account Balance			
Bonds / GIC / Term Deposit / RRSPs / RIFs			
Annuities / Shares / Stocks / Mutual Funds / Debentures			
Rent Revenue			
Life Insurance Policies (Interest earned and value)			
Other – Specify:			

NON-INCOME PRODUCING ASSETS (Indicate appraised value. If appraised value is not known, indicate approximate value)			
Property Owned:			
House			
Cottage / Camp			
Vacant Property			
Less: Amount of Mortgage Outstanding			
Business Assets (Partnership, etc.)			
Monies Owed to You (Amounts over \$500)			
Paid-Up Life Insurance			
Other – Specify:			

Property and Assets transferred within the Past 3 Years

Item and value of item Transferred: Transferred To: Date of Transfer:

Please attach additional sheet if you require additional space in this or any section.

RELEASE AND CONSENT

Here is your legal agreement with us. Please read it carefully, and sign in the spaces below. **All people 16 years of age and older who are going to live with you must sign this form.**

I understand that there are laws that allow the Sudbury Finnish Rest Home Society Inc. to collect personal information about me.

I understand that the Sudbury Finnish Rest Home Society Inc. will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-income assistance and to see how much assistance I am eligible for.

I allow the Sudbury Finnish Rest Home Society Inc. to give the information on this form and any attachments to the social services offices, other municipal service managers or district social services administration boards, housing providers, without further notice to me, if the information is necessary for the purpose of making decisions or verifying eligibility for assistance under the *Housing Services Act, 2011*, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, or the *Day Nurseries Act*.

I allow the Sudbury Finnish Rest Home Society Inc. to give the information on this form and any attachments to the government of Canada, a department, ministry, or agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the *Income Tax Act (Canada)* or the *Immigration Act*.

I allow the Sudbury Finnish Rest Home Society Inc. to give the information on this form and any attachments to any government or body with whom the housing providers in my area of preference has made an agreement under the *Housing Services Act, 2011*, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or rent-geared-to-income assistance program.

I understand that any information on this form and any attachment given by the Sudbury Finnish Rest Home Society Inc. to a body listed above is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations.

I understand that I am giving my consent and authorization to all housing providers in my area of preference to complete a credit check and complete landlord references.

“ Personal information contained in this form or in attachments is collected by the Sudbury Finnish Rest Home Society Inc. pursuant to the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.F31.)* or the *Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.M.56)*. This information may be used to determine eligibility for housing applied to, continuation of housing and may be used for the appropriate rent-geared-to-income charge.”

DECLARATION

1. I give my word that everything I have written in this application is correct and complete.
2. I understand that all information I give to the Sudbury Finnish Rest Home Society Inc. will belong to them and they will give my information to the housing providers I have chosen.
3. If something on this application is incorrect or not true, Sudbury Finnish Rest Home Society Inc. or the housing providers I have applied to may request additional information, may cancel my application or both and I may be prohibited from re-applying for assistance for a minimum period of two years under the *Housing Services Act, 2011*.
4. I understand that only the people I have listed on this application form may live with me in subsidized housing.
5. I understand that the Sudbury Finnish Rest Home Society Inc. will use the information I give them to see if I qualify for the housing I have applied for, to see if I continue to qualify for rent-geared-to-income assistance and to see how much assistance I am eligible for.
6. I give my word that I am in Canada legally.
7. 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 project.
8. I understand that I must re-apply once I have accepted a rent-geared-to-income unit if I wish to continue to be included on the rent-geared-to-income waiting list.
9. I understand that my application will be removed from the waiting list if I refuse three offers of accommodation.

Date: _____

Applicant Signature: _____

Date: _____

Applicant Signature: _____

APPLICATION FOR SPECIAL PRIORITY STATUS

Complete this section only if applying for special priority status because of domestic abuse.

- I am applying for special priority status because I am or another member of my household has been a victim of domestic abuse.
- The abusing individual is or was living in our household; or
- The abusing individual is sponsoring me or a member of my household as an immigrant
- The abused member intends to live permanently apart from the abusing individual
- If the abuser no longer lives with your household please provide the date that you ceased to live together.

You may be requested to provide additional information based on your initial application for Special Priority Status. You will be advised in writing whether your application is considered complete and if not, what additional information or documentation is required to make it complete.

Please provide a safe mailing address and telephone number where you can be contacted:

Same as address and telephone numbers given in Section 1

OR

Address: _____

Telephone Number: _____

Name of person to contact: _____

If you are applying for special priority status you will be required to provide supporting documentation that must indicate one of the following:

- A record of intervention by the police indicating that you were abused by the abusing individual
- A record of physical injury caused to you by the abusing individual
- A record of the application of force by the abusing individual against you to force you to engage in sexual activity against your will.
- A record of words, actions or gestures by the abusing individual that threaten you or another member of the household of your or another members property including but not limited to, the following:
 - Threatening to physically harm you or another member of your household
 - Threatening to destroy or injure your or another member of your household's property
 - Intentionally killing or injuring pets
 - Threatening to remove yours or another member of the household's children
 - Threatening to prevent you or another member of your household from having access to his or her children
 - Forcing you or another member of the household to perform degrading acts
 - Terrorizing yourself or another member of the household
 - i. Threatening to take action to withdraw from sponsoring yourself or another member of the household
 - Threatening to take action that might lead to yourself or another member of the household being deported
 - Other words, actions or gestures that lead you or another member of the household to fear for your or their safety
- A record of undue or unwarranted control by the abusing individual over the member's daily and personal activities.

The supporting documentation can come from one of the following individuals who have knowledge of the abuse you or another member of your household has been subject to.

- | | | |
|---|----------------------------------|------------------------------|
| 1. A doctor | 2. A lawyer | 3. A law enforcement officer |
| 4. A member of the clergy | 5. A teacher | 6. A guidance counsellor |
| 7. An individual in a managerial or administrative position with a housing provider | | |
| 8. A community health worker | 9. A social worker | 10. A social service worker |
| 11. A victim services worker | 12. A settlement services worker | 13. A shelter worker |

Name of individual making the request: _____

Signature of individual making the request: _____

<p>“Income means the total amount of all payments of any nature paid to or for the benefit of the member, subject to exceptions. O. Reg. 298/01, s. 50 (2), (3), (5) and (6). Income includes, but is not limited to the following:</p> <p>(a) gross salaries, wages, overtime payments, commissions, bonuses, tips, gratuities;</p> <p>(b) self-employment income</p> <p>(c) the gross amount of employment insurance benefits;</p> <p>(d) the gross amount of workers’ compensation payments or other industrial accident insurance payments made because of illness or disability;</p> <p>(e) the gross amount of any old age security, federal guaranteed income supplement and spouse’s allowance and financial assistance under the Ontario Guaranteed Annual Income Supplement (GAINS);</p> <p>(f) the gross amount of every kind of pension, allowance, benefit and annuity whether from a federal, provincial or municipal government of Canada or any level of government of any other country or state or from any other source;</p> <p>(g) the gross amount of alimony, separation, maintenance or support payments;</p> <p>(h) the gross amount of gains from investments including interest or dividends on stocks, shares or other securities, and determined, an imputed rate of return set by the City of Greater Sudbury from time to time;</p> <p>(i) the gross interest income from savings or chequing accounts in a bank, trust company or a credit union; the gross amount of interest earned or payable from bonds, debentures, term deposits or investments, certificates, mortgages or lump sum payments or other assets;</p>	<p>(j) an imputed income equal to the total appraised value of all assets which do not produce interest income multiplied by a rate of return published by the City of Greater Sudbury from time to time.</p> <p>“Gross Household Income” means the aggregate income of:</p> <ol style="list-style-type: none"> 1. The tenant/member and every person residing in the leased premises; 2. Every tenant/member on the lease/occupancy agreement temporarily residing elsewhere. <p>“Spouse”, in relation to a member of the household means,</p> <ol style="list-style-type: none"> 3. an individual of the same or opposite sex of the member, if the individual and the member have together declared to the service manager that they are spouses, or 4. an individual of the same or opposite sex to the member who is residing in the same dwelling place as the member, if the social and familial aspects of the relationship between the individual and the member amount to cohabitation and <ul style="list-style-type: none"> • the individual is providing financial support to the member, • the member is providing financial support to the individual, or • the individual and the member have a mutual agreement or arrangement regarding their financial affairs. O. Reg. 298/01, s. 4(1)
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EXAMPLES OF POSSIBLE SOURCES OF INCOME (Domestic or Foreign)

<p>Pensions and Allowances</p> <ul style="list-style-type: none"> • Old Age Security (OAS) • Guaranteed Income Supplement (GIS) • Guaranteed Annual Income Supplement (GAINS) • Canada Pension Plan (CPP) • Quebec Pension Plan • Social Security (other countries) • Widow’s Pension 	<ul style="list-style-type: none"> • Company Pension • Private Pension • Public Service Pension • Civilian War Pension • Disability Pension • War Veterans Allowance (DVA) 	<ul style="list-style-type: none"> • War Veterans Allowance (other countries) • Military/Militia/Civil Defense Allowances • Canada Manpower Retraining Allowance • Training Allowances
<p>Income Producing Assets</p> <ul style="list-style-type: none"> • Farm Property which produces income • Real Estate (residential, commercial, farmland, cottage, mobile home) which produces rental income 	<ul style="list-style-type: none"> • Savings Account (bank, trust company, credit union), annuities, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits 	<ul style="list-style-type: none"> • License which produces income (e.g. Taxi License) • Business interest which produces income
<p>Non-Income Producing Assets</p> <ul style="list-style-type: none"> • Life Insurance (with a cash surrender value) • Registered Retirement Saving Plan (unless Locked-In) 	<ul style="list-style-type: none"> • Real Estate (house, condominium, summer cottage, farmland, commercial or vacant land) in any country Collection of, or investments in, other valuable non-income producing assets (i.e. coins, stamps, antiques, art, etc). 	<ul style="list-style-type: none"> • Business Asset which does not produce income • Non-interest bearing chequing accounts
<p>OTHER SOURCES OF INCOME</p> <ul style="list-style-type: none"> • Employment (full-time, part-time, casual, seasonal, odd jobs) • Self-Employment (child care, music teaching, business) • Tips, gratuities • Vacation Pay • Workers’ Compensation Payments • Insurance Payments • Provincial or Municipal Payments • Ontario Works (OW) • Ontario Disability Support Plan (ODSP) 	<ul style="list-style-type: none"> • Employment Insurance Commission Payments • Payments under Compensation for Victims of Crime Act • Payments from Official Guardian or Public Trust • Payments from Children’s Aid Society or Catholic Children’s Aid • Separation Payments <ul style="list-style-type: none"> - Alimony Payments - Support Payments (for spouse or child) - Support from relatives or other source 	<ul style="list-style-type: none"> • Mortgage Income • Immigration Allowance • Student Grants

APPENDIX “C”

February 2006

TO BE ELIGIBLE FOR RENT-GEARED-TO-INCOME ASSISTANCE

A household is eligible for geared-to-income assistance if:

- Each household member must be a Canadian Citizen, Landed Immigrant, Indian Status (per Indian Act), Refugee or have applied for Refugee Claimant status and no removal order has become enforceable. (Proof of Residency Status must accompany their application)
- No member of the household has been found by the Ontario Housing Tribunal or a court of law to have misrepresented his/her income of their household in relation to the receipt of rent-geared-to-income assistance.
- At least one member of the household must be 16 years old or older and able to live independently.
- At least one member of the household named in this application must not owe rent/occupancy charges or damages to any federally, provincially or municipally funded housing groups in Ontario, or must be actively adhering to an approved repayment schedule.

OTHER REQUIRMENTS:

- Any member of the household named in this application that owns residential property suitable for year-round occupancy in or outside of Ontario must sell it within 6 months after they begin to receive a rent-geared-to-income subsidy.
- All members of the household who are 16 years or older, must sign the application, the release and consent and the declaration and if housed, all other forms and documents required by the provider must also be signed. If the member of the household who is 16 years of age or older is unable for any reason to sign the application or consent or to make a valid application and give a valid consent, the application and consent may be signed by a parent, guardian, person with power of attorney or authorization to complete an application and provide consent on behalf of an applicant.
- The number of bedrooms allocated to a household is based on the number of persons in the household requesting rent-geared-to-income assistance and governed by the local occupancy standards.
- Any member of the household receiving rent-geared-to-income assistance 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 an individual may be entitled to receive from the Provincial and Federal government.
- And any other eligibility requirement by the government of Ontario and the Service Manager as amended from time to time.

FREQUENTLY ASKED QUESTIONS

February 2005

Who can apply?

You can apply if:

You are at least 16 years old.

All members of the household are legal residents of Canada or have applied for refugee claimant status

No member of the household is currently under a removal order which has become enforceable

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 Ontario Rental Housing Tribunal or the Landlord and Tenant Board to have misrepresented their income for the purpose of rent-geared-to-income assistance.

You will be required to provide documentation clearly indicating your legal right to be in Canada. This may include, but is not limited to, a copy of your birth certificate, landed papers, or documents supporting your application for refugee status.

When it is closer to the time when you will be offered housing you must:

Be able to live independently, with or without support services (which you must arrange)

An individual is considered to be able to live independently if he or she is able to perform the normal essential activities of day-to-day living; or can do so with the aid of support services and demonstrates that those support services will be provided when they are required.

I own my own home. Can I still apply?

If you own a residential property that can be used all year, you are required to have divested your interest in any residential property within 180 days after being housed in a rent-geared-to-income unit.

I do not have an income. Am I eligible for social housing?

You may be required to pursue income from one or more of the following sources:

Ontario Works

Support payments

Employment Insurance

Any pension or support payments required under a sponsorship agreement

Any federal or provincial pensions (CPP, OAS, GAINS A)

Failure to pursue a specific type of income within the required time frame will result in a decision of ineligibility.

What should I do if information or my situation changes after I submit my application?

If there is a change in any of the information that you provide, you are required to notify the processor of this application within 30 calendar days of the change. You will be notified if additional documents or information is required.

Can I choose where I want to live?

Yes. When you apply for housing, you will be asked where you want to live. You can choose one or many locations. Your name will be added to the waiting list for each location where you are eligible.

Do I get to pick what size unit I want?

You can indicate what type of unit you want to live in. However, your choice must fall within a range of unit sizes that is determined by the occupancy standards that apply to your household size.

How much rent can I expect to pay?

Rent-geared-to-income is based on 30% of your gross monthly income, or if you are receiving assistance from Ontario Works or the Ontario Disability Support Program, a social assistance rent scale. Additional charges may apply depending on the project.

What if I need a special type of unit?

Some housing providers have wheelchair accessible units or units where support services are provided. The Project Selection Sheet identifies which housing providers have accessible units.

When will I be notified regarding the status of my application?

Within seven business days after your application is received, it will be reviewed to ensure that it is complete. You will receive written notice informing you whether your application is complete or not.

If it has been determined that your application is not complete, you will be informed why it is not complete and what additional information is required to complete the application. You will also be given a time period in which to submit the required information or documentation.

How long will it take for me to get a unit?

The length of time before a unit comes available will vary depending on the locations you choose. It may take some time because of the small number of vacancies.

What happens while I am waiting for housing?

It's important that you keep your file up to date. You must notify the housing registry within thirty calendar days if any of the information you provide in this application changes, for example:

- You change your address or phone number
- You want to live in locations other than those you chose on your application
- The number of people in your household changes
- Your income changes
- The contact person on your application changes

We will send you a letter or contact you at least once a year. Your name may be removed from the waiting list if we cannot contact you.

When do I provide verification of my income, assets and household composition?

You will be required to provide the required information upon request by the housing provider and at least annually to assess your eligibility for rent-geared-to-income assistance. You will also be required to provide verification of income for your household prior to being offered a unit

How are people chosen for housing?

The system for selecting households is based primarily on date of application. Special priority may be given to your application if you are living with someone who threatens your safety or the safety of other household members.

What is a housing Co-operative?

Co-operative housing is managed by its residents who are referred to as members. Applicants wishing to live in a co-operative may be asked to complete an additional application by the Co-op and may be asked to attend an information meeting at each co-op for which you are interested in becoming a member. Co-op members are expected to participate in their community by becoming a member of the Board of Directors, committees or participate in the maintenance of the property.

How will I be contacted for an offer?

Since units are rented promptly, housing providers require a daytime telephone number so they can call you when a unit becomes available. If you cannot be reached during the day, it would be helpful if you gave us a telephone number of a contact person who can be reached during the day so they can pass on the message to you.