



Application for Bruce County Housing

Bruce County Community Housing Registry

P.O. Box 1450, 529 Gary Street

Kincardine, Ontario N2Z 2Z4

Toll free number: 1-800-265-3022 Fax: 519-396-3499

E-mail address: husprogramassistants@brucecounty.on.ca

Eligibility Requirements

- At least one member of the household must be 16 years of age or older.
- All members of the household are a Canadian Citizen, Landed Immigrant (permanent residents) or has Refugee Claimant Status and has no deportation order under the Immigration Act.
- At least one member of the household can live independently.
- No member of the household owes money to any community housing provider in Ontario.
- Total household assets are below \$75,000.
- No member of the household is in receipt of a portable housing benefit.
- Household Income does not exceed the allowable limits, as per the Housing Income Limits (HILs) listed below (line 23600 of your Notice of Assessment):

Current Household Income Limits

Unit Size	Yearly Income Limit
Bachelor	\$34,500
One Bedroom	\$44,000
Two Bedroom	\$56,000
Three Bedroom	\$42,000
Four Bedroom	\$50,000

(If applying for a market rent unit, income and asset limits do not apply)

Completing the Application

An application is considered complete when it has all the following:

- ☐ Provide verification of Canadian Citizenship for all family members (photocopy of birth certificate or passport). If not born in Canada, provide proof of permanent residency in Canada. Example: Landed Immigrant papers, refugee claimant papers, citizenship card, etc.)
- ☐ All applicants 16 yrs of age or older must read and sign the Declaration and Consent on pg. 10.
- ☐ If you have children listed on the application and have joint custody or visitation, provide a copy of a custody agreement.

- ☐ Notice of Assessment (Income Tax) from Canada Revenue Agency for all household members 16 years or older who are not full-time students - if this does not reflect current income, then most recent pay stubs or proof of current income.
- ☐ If you owe rent arrears to another Community Housing provider and have a payment plan, please provide a copy of the agreement, as your application can be pending until the arrears are paid in full.
- ☐ Mail, fax, email or bring this completed application with all supporting documents to the address listed above or drop off at any Human Services office in Bruce County. (Warton - 268 Berford St., Port Elgin - 1243 MacKenzie Rd., Walkerton - 30 Park St., Kincardine - 529 Gary St.)

Frequently Asked Questions

1. How do I know that my application was received?

You will receive a letter or email confirming your application was received. If your application is incomplete, you will be contacted asking for additional documentation. If the additional documentation is not received within 30 days, the application will not be processed.

2. Does Bruce County Housing offer emergency housing?

Bruce County Housing does not offer emergency housing. If you are homeless and living in Bruce County, contact the YMCA - OSGB by calling 519-371-9222 or 211 afterhours.

3. Can I choose where I want to live?

Yes. All applicants can choose one or more locations on the application. Your name will be added to waitlist for each location where you are eligible.

4. How long is the waitlist?

The length of time varies depending on the chosen locations and the size of unit. In some instances, it can take longer due to a limited number of vacancies. In most cases it is approximately 3-5 years.

5. Do I have to update my application?

Yes, once a year you will be formally asked to update your application. However, any time you change your contact information, such as your address, phone number or email, it must be updated within 30 days of the change to ensure your application remains active on the waitlist.

6. Can I make changes to my application?

Yes. Changes can be made by calling our office at 1-800-265-3022 and speaking to a Program Assistant or by emailing husprogramassistants@brucecounty.on.ca.

7. Can I make changes to my application online?

Yes. Updates can be made online by visiting www.socialhousingapplication.com. If you have a current application, contact a Program Assistant to receive your registration/applicant code.

8. What if I refuse a unit offered to me?

When your name gets to the top of the waitlist you will be contacted with an offer of housing. If you refuse the offer of housing your application will be cancelled.

9. How does Bruce County contact me when my name comes to the top of the list?

Bruce County Housing Staff will contact you by using the information provided on your application. If we are unable to contact you within 48 hours, an offer will be made to the next person on the list and your application will be cancelled.

10. Am I eligible if I own my own home?

If you own a residential property that can be used all year, you are required to sell the property within 180 days after moving into a rent-geared-to-income unit.

11. How much rent will I pay?

Rent geared to income is based on 30% of your adjusted family net income according to your Canada Revenue Notice of Assessment, or if you are receiving assistance from Ontario Works or Ontario Disability Support Program, it is based on a rent scale. Therefore, applicants are required to have their tax assessments up to date.

Section 1 - Applicant Information

Primary Applicant

First Name		Last Name	
Date of Birth	M ____ D ____ Y ____	Social Insurance Number (optional)	
Address:			
City/Town:		Postal Code:	
Home phone (____) _____		Cell (____) _____	
E-mail Address:			
Can we safely contact you at this address and phone number? ☐ Yes ☐ No			
If No, where can we contact you?			
Preferred method of communication: ☐ Phone ☐ Cell ☐ Email			
Status in Canada (check one):			
☐ Canadian Citizen ☐ Landed Immigrant ☐ Refugee Claimant ☐ Other (Please specify):			

Co-Applicant

First Name		Last Name	
Date of Birth	M ____ D ____ Y ____	Social Insurance Number (optional)	
Home phone (____) _____		Cell (____) _____	
Relationship to Applicant:			
E-mail Address:			
Can we safely contact you at this address and phone number? ☐ Yes ☐ No			
If No, where can we contact you?			
Preferred method of communication: ☐ Phone ☐ Cell ☐ Email			
Status in Canada (check one):			
☐ Canadian Citizen ☐ Landed Immigrant ☐ Refugee Claimant ☐ Other (Please specify):			

List all Other Persons to Live in Accommodation Applied for:

Last Name	First Name	Birth Date	Enrolled in School	Custody
			☐ Yes ☐ No	☐ Joint ☐ Sole
			☐ Yes ☐ No	☐ Joint ☐ Sole
			☐ Yes ☐ No	☐ Joint ☐ Sole
Is an additional child expected? (birth, adoption) (Provide proof of pregnancy or adoption)			☐ Yes	☐ No
If Yes, When:				

Provide proof of custody or overnight visitation if applicable.

Persons to contact in your absence		
Name	Relationship	Telephone Number
1.		
2.		

Section 2 - Present Accommodation and Previous Tenancy

Present Accommodation	☐ Own ☐ Rent ☐ Temporary ☐ Staying with friends or family ☐ Co-Own
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Current Landlord Information - Please leave section below blank if you are not renting your current accommodations.	
Name:	Telephone Number:
Date your tenancy started:	
Do you owe arrears to this landlord?	

List most recent previous addresses including when you lived there and Landlord's name and phone number:

Address:							
City/Town:							
Occupancy Dates:				TO:			Subsidized?
	Month	Year	Month		Year	☐ Yes ☐ No	
Landlord Name:				Telephone #:			
Do you owe arrears to this landlord?							

Have you ever lived in Social/Non-Profit housing? ☐ Yes, Where? _____ ☐ No

Section 3 - Income and Assets (Detailed Statement of Monthly Income and Assets)

INCOME INFORMATION:

You are required to report on all sources of income that you and members of your household receive. This means all the money you receive, from all places.

GROSS MONTHLY INCOME			
Statement of Income	Applicant #1	Applicant #2	Others on Application
Ontario Works	\$	\$	\$
Ontario Disability Support Program			
Employment Income			
Employment Insurance (EI)			
Pensions - Canada Pension Plan, Old Age Security, Other pensions (e.g. WSIB)			
Support Payments			
Other Income:(please specify) _____			
Total Income	\$	\$	\$

ASSET INFORMATION:

ASSETS are valuable things that you own. Below is a list of the assets that must be declared.

VALUE OF ASSETS			
Statement of Assets:	Applicant #1	Applicant #2	Others on Application
Bank, Trust Company, Credit Union, other accounts (savings and chequing)	\$	\$	\$
Stocks, Bonds, GIC's, Debentures and other securities/savings certificates			
RRSP			
Business Assets (e.g. Partnership, self-employment, franchise, etc.)			
Assets transferred (if you or any other person listed on this application have transferred assets within the last 36 months)			
Net value of Real Estate presently owned (e.g. house, cottage, mobile home, land etc.)			
Other assets (specify)			
Total Assets	\$	\$	\$

Section 4 - Housing Preferences

Unit Size:	☐ Bachelor	☐ 1 Bedroom	☐ 2 Bedroom
	☐ 3 Bedroom	☐ 4 Bedroom	☐ Other
Community Type:	☐ Senior (60 years of age or older)	☐ Adult (16 years of age or older)	☐ Family (Adult(s) with dependent(s))

TYPES OF RENT:

- **Rent Geared to Income-** Your rent is subsidized and is based on approximately 30% of your gross monthly income.
- **Market Rent-** You will pay full rent based on current market rates.
- **Affordable-** Your rent is below Market Rent, and is NOT Rent Geared to Income, which means that your rent will not go down if your income goes down.

HOUSING TYPES:

- **Community Housing (CH)** - types of rent are **Rent Geared to Income** and **Market Rent**.
- **Non-Profit Housing (NPH)** - private groups own and manage non-profit housing. The types of rent are **Rent Geared to Income** and **Market Rent**.
- **Affordable Housing (AH)** -landlords have apartments that they rent at a rate determined *below* the Average Market Rent for Bruce County. To qualify for an Affordable Housing unit, your income must be below a certain level (please contact office for more information regarding this income level). The type of rent is **Affordable**.

I / We want to live in the following type of Housing:

- ☐ Community Housing or Non-Profit Housing
☐ Affordable Housing
☐ Market Rent Unit

FOR BRUCE COUNTY RESIDENTS ONLY (must currently have a unit):

- **Rent Supplement (RS)** - for rent supplement units, the County pays private sector landlords a portion of the rent. The types of rent are **Rent Geared to Income at 30%** or a **maximum flat rate subsidy**.
- **Housing Allowance** - Bruce County will pay a monthly housing allowance to the tenant, who resides in Bruce County.
- **Canada-Ontario Housing Benefit (COHB)** - a portable housing benefit allowance that is tied to the household.

I/We have a unit in the Private sector in Bruce County and are applying for the following Housing Allowance or Subsidy:

- ☐ Canada-Ontario Housing Benefit (COHB) - Housing allowance that will follow you anywhere in Ontario.
☐ Bruce County Rent Subsidy or Housing Allowance

Special Priority (This pertains to all members listed on the application)

- ☐ I am applying for **special priority status** because I am currently living with a person who is abusing me, and I intend to separate permanently.
- ☐ I have lived apart from the abuser for less than 3 months.
- ☐ I am applying for **special priority status** because I am a victim of human trafficking.

If applying for Special Priority, please call 1-800-265-3022 to obtain additional required forms.

I/We require a modified/wheelchair accessible unit.

- ☐ Wheelchair
☐ Modified Please specify: _____

To request a modified or accessible unit, please call 1-800-265-3022 to obtain additional required forms.

Please check off the buildings of your choice that you qualify for.

Adult Buildings - 16 years and older

Housing Addresses	Modified/ Accessible Units Available	Elevator Or Lift	# of Bedrooms	Building Design	Housing Type	✓
CHESLEY - Municipality of Arran-Elderslie						
59 - 4th Street SE	✓		1	2 Storey	RGI	
81 - 2nd Street SE			Bach & 1	2 Storey	RGI	
WALKERTON - Municipality of Brockton						
308 John Street	✓		1	2 Storey	RGI	
920 Old Durham Road	✓		1	Townhouse	RGI	
RIPLEY - Township of Huron Kinloss						
50 Park Street			1	2 Storey	RGI	
LUCKNOW - Township of Huron Kinloss						
535 Walter Street			1	2 Storey	RGI	
KINCARDINE - Municipality of Kincardine						
1065 Huron Terrace	✓		1	2 Storey	RGI	
529 Gary Street	✓	✓	1 & 2	3 Storey	RGI/MKT /AH	
Russell Meadows - 755 Campbell St	✓		1	Townhouse	NPH	
PORT ELGIN - Town of Saugeen Shores						
647-659 Arlington Street	✓		1	2 Storey	RGI	
757 Wellington Street	✓		1 & 2	2 Storey	AH	
539 Ivings Drive	✓		1	Townhouse	RGI	
SOUTHAMPTON - Town of Saugeen Shores						
116 Albert Street		✓	1	2 Storey	RGI	
TEESWATER - Municipality of South Bruce						
22 James Street			1	1 Storey	RGI	
MILDMAY - Municipality of South Bruce						
4 Adam Street			1	1 Storey	RGI	
WIARTON - Town of South Bruce Peninsula						
295 Frank Street			1	3 Storey	RGI	
Miracle Place	✓		1	Townhouse	RS	

Family Units - adults with dependents

Housing Addresses	Modified/ Accessible Units Available	Elevator Or Lift	# of Bedrooms	Building Design	Housing Type	✓
WALKERTON - Municipality of Brockton						
Mary/McNab Street			3 & 4	Townhouse	RGI	
920 Old Durham Road	✓		2,3 & 4	Townhouse	RGI	
KINCARDINE - Municipality of Kincardine						
529 Gary Street	✓	✓	2 & 3	3 Storey	RGI/MKT/AH	
Kincardine Townhouses+			2 & 3	Townhouse	RGI	
Russell Meadows 755 Campbell St	✓		2,3 & 4	Townhouse	NPH	
PORT ELGIN - Town of Saugeen Shores						
757 Wellington Street	✓		2	2 Storey	AH	
711-739 Wellington St.	✓		3 & 4	Townhouse	RGI	
539 Ivings Drive	✓		2,3 & 4	Townhouse	RGI	
WIARTON - Town of South Bruce Peninsula						
Miracle Place	✓		2 & 3	Townhouse	RS	

Senior's Only Buildings - 60 years and older

Housing Addresses	Modified/ Accessible Units Available	Elevator Or Lift	# of Bedrooms	Building Design	Housing Type	✓
CHESLEY - Municipality of Arran-Elderslie						
81 - 2nd Street SE			Bach & 1	2 Storey	RGI	
PAISLEY - Municipality of Arran-Elderslie						
286 Albert Street	✓		1 & 2	2 Storey	RGI/MKT	
TARA - Municipality of Arran-Elderslie						
52 Maria Street	✓	✓	1 & 2	2 Storey	RGI/MKT	
WALKERTON - Municipality of Brockton						
401 Cayley Street	✓	✓	1 & 2	3 Storey	RGI/MKT	
LUCKNOW - Township of Huron Kinloss						
550 Willoughby Street	✓		1 & 2	1 Storey	RGI/MKT	
KINCARDINE - Municipality of Kincardine						
915 Huron Terrace	✓	✓	1 & 2	2 Storey	RGI	
TOBERMORY - Municipality of Northern Bruce Peninsula						
7432 Hwy #6	✓		1 & 2	1 Storey	RGI/MKT	
PORT ELGIN - Town of Saugeen Shores						
510 Wellington Street	✓	✓	1	2 Storey	RGI	
TEESWATER - Municipality of South Bruce						
5 Railway Street	✓		1 & 2	1 Storey	RGI/MKT	

FORMOSA - Municipality of South Bruce						
Valley View Terrace 41 John Street	✓		1 & 2	1 Storey	NPH	
WIARTON - Town of South Bruce Peninsula						
621 Mary Street	✓	✓	1 & 2	2 Storey	RGI	

Amenities:

Location	Grocery Store	Hospital	Medical Clinic	Mental Health Drop In Support	Transit	Schools	Public Library
Chesley	✓	✓	✓			✓	✓
Ripley			✓			✓	✓
Teeswater			✓			✓	✓
Port Elgin	✓		✓	✓		✓	✓
Lucknow			✓			✓	✓
Kincardine	✓	✓	✓	✓		✓	✓
Tara						✓	✓
Walkerton	✓	✓	✓			✓	✓
Warton	✓	✓	✓	✓		✓	✓
Tobermory	✓		✓			✓	✓
Southampton	✓	✓	✓	✓		✓	✓
Mildmay	✓		✓			✓	✓
Paisley	✓		✓			✓	✓



Section 5 - Declaration and Consent - for all household members 16 years of age and older:

I/We understand that:

1. There are laws that allow the Service Manager, the County of Bruce to collect personal information.
2. The County of Bruce will use the information given to see if I/we qualify for the housing applied for; to see if I/we continue to qualify for rent-geared to-to-income assistance and to see how much assistance I/we are eligible for.
3. The County of Bruce can share the information on this form and any attachment to the human/social services offices, other municipal service managers, district social services administration boards, or 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*.
4. The County of Bruce can share 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 of administering or enforcing the *Income Tax Act (Canada)* or the *Immigration Act (Canada)* or the *Immigration Act*.
5. The County of Bruce can share the information on this form and any attachment to any government or body with whom the County of Bruce has made an agreement under the *Housing Services Act, 2011*, without further notice to me, for the purpose of conducting research relating to a social benefit program or social housing or rent-geared-to-income assistance program.
6. The County of Bruce can disclose and collect personal information about me from the following parties: person to contact in my absence; relevant agencies; credit bureaus and or other businesses, rent supplement landlords and individuals that provide credit or rental information to determine my eligibility.
7. Any information on this form and any attachment given by the County of Bruce or private landlords to body listed above is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations.
8. If I have any questions about the collection and use of personal information, I may contact the Bruce County Community Housing Registry office at 529 Gary St., P. O. Box 1450, Kincardine, ON N2Z 2Z4, 1-800-265-3022.

I/we the undersigned understand and declare that:

1. All information given in this application is correct and complete, including supporting documents. If something on this application is incorrect or not true, the County of Bruce or the housing providers applied to, may request additional information, may cancel the application or both. Applicants may be prohibited from re-applying for assistance for a minimum period of two years under the *Housing Services Act, 2011*.
2. All information given to the County of Bruce will belong to them and they will give the information to the housing providers chosen.

3. Only the people listed on this application form may live with me/us in subsidized housing.
4. The County of Bruce will use the information given to see if I/we qualify for the housing I/we have applied for, to see if I/we continue to qualify for rent-geared-to-income assistance and to see how much assistance I/we are eligible for.
5. I/we are in Canada legally.
6. This application will be removed, or my date of application may change if I/we refuse an offer of accommodation.
7. Before an offer of housing, I/we understand that I/we must pay back or make arrangements that are satisfactory to the County of Bruce, to pay any arrears I/we owe with respect to any subsidized housing project.
8. Effective March 1, 2021, it is mandatory for all tenants to purchase their own tenant insurance coverage to insure against loss or damage of property or the cost of any claims against the tenant for damages to the tenant's unit or injury to other people.

Signatures of all household members 16 years of age and older.

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Today's Date: _____

Personal Information contained in this form or in attachments is collected by the County of Bruce pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.M.56) or the Municipal Freedom of Information and Protection of Privacy Act. 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.

Direct questions about this application to 1-800-265-3022.