

GOULBOURN NON- PROFIT HOUSING CORPORATION

Dear Applicant(s),

Thank you for applying for an apartment rental at Goulbourn Non-Profit Housing Corporation.

We offer affordable housing for independent seniors. Individuals must be 60 years of age or older to be considered for tenancy. Please note these are apartment buildings only; it is not assisted- living. There are no dining facilities and nursing assistance is not provided.

We are pleased to have 100% smoke-free buildings. All tenants are subject to a non-smoking clause in their lease agreement.

Goulbourn Non-Profit Housing is a mixture of Rent-Geared-to-Income (RGI) and Affordable Market Rent housing. Should you wish to apply for a RGI unit, please contact the Social Housing Registry of Ottawa at www.housingregistry.ca or by phone at 613-526-2088 in addition to submitting this application.

Please note that as this is an application for Affordable Market Rentals, any offer for an apartment will be conditional based on previous rental history and verification of income. At the time of home offer, the applicant(s) will be required to submit a current Notice of Assessment as well as Government issued photo ID.

If you are submitting an application, please disclose if you have a preference in location as we have two buildings, one in Stittsville and the other is located in Richmond, Ontario. The Corporation supplies a stove and fridge with each apartment. The hydro (which includes electric heat) is paid separately by the tenant. Laundry facilities are available on each floor. There are a limited number of outdoor parking spaces available at a cost of \$40.00/month. The objective of our Non-Profit Housing program is to house low or modest income persons who are independent and capable of looking after their own daily needs.

We currently have a waiting list for both buildings. It could take 3 – 5 years as availability is dependent on how many of our tenants move out during a period of time and if they are market or subsidized clients.

This application can be e- mailed directly to goulbourn@bellnet.ca or sent by mail at the address listed below. Incomplete applications will not be accepted.

Goulbourn Non-Profit Housing
110-1 Carleton Cathcart Street
Stittsville, ON
K2S 0V6

RENTAL APPLICATION

APPLICANT 1

PERSONAL INFORMATION

First Name Last Name
E-mail Address S.I.N. D.O.B.
Personal Phone Number Work Phone Number

RESIDENCE HISTORY

I am a home owner Yes No
Present Address
City Province/Territory Postal Code
Landlord Name Landlord Phone
Length at Present Address Current Monthly Rent

IF LENGTH IS LESS THAN 2 YEARS, PLEASE COMPLETE PREVIOUS ADDRESS DETAILS

Previous Address
City Province/Territory Postal Code
Landlord Name Landlord Phone
Length at Previous Address Previous Monthly Rent

INCOME INFORMATION

Employer | Source of Income
Length of Employment Annual Gross Income

IF LESS THAN 2 YEARS, PLEASE PROVIDE PREVIOUS EMPLOYMENT/INCOME INFORMATION

Employer | Source of Income
Length of Employment Annual Gross Income

Please note: At time of home offer applicant(s) must be 60+ years of age and rent-to-income ratio for the household cannot be less than 20%. A recent Notice of Assessment and Government issued photo ID will be required from all applicants at time of offer.

APPLICANT 2

PERSONAL INFORMATION

First Name Last Name
E-mail Address S.I.N. D.O.B.
Personal Phone Number Work Phone Number

RESIDENCE HISTORY

IF YOU CURRENTLY RESIDE WITH APPLICANT 1 IT IS NOT NECESSARY TO PROVIDE PRESENT RESIDENCE HISTORY

I am a home owner Yes No
Present Address
City Province/Territory Postal Code
Landlord Name Landlord Phone
Length at Present Address Current Monthly Rent

IF LENGTH IS LESS THAN 2 YEARS, PLEASE COMPLETE PREVIOUS ADDRESS DETAILS

Previous Address
City Province/Territory Postal Code
Landlord Name Landlord Phone
Length at Previous Address Previous Monthly Rent

INCOME INFORMATION

Employer | Source of Income
Length of Employment Annual Gross Income

IF LESS THAN 2 YEARS, PLEASE PROVIDE PREVIOUS EMPLOYMENT/INCOME INFORMATION

Employer | Source of Income
Length of Employment Annual Gross Income

Please note: If there are more than 2 applicants, please complete information for other applicants below the signature area.

ADDITIONAL CONTACTS - To ensure contact with applicant when a unit becomes available

CONTACT 1

Name Phone Number

CONTACT 2

Name Phone Number

TYPE OF HOME

APARTMENT SIZE

I REQUIRE A HOME THAT MEETS MY ACCESSIBILITY* NEEDS Yes No

**I require a turning radius and lower countertops*

I REQUIRE A BARRIER-FREE* HOME Yes No

**I require a turning radius*

OTHER PREFERENCES, PLEASE PROVIDE

PARKING

Yes No

If no parking is available, would you still be interested in a rental? Yes No

COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION

Goulbourn Non-Profit Housing Corporation (GNPHC) will collect, use and disclose personal information provided by you in this form and its attachments for the following purposes:

- a. Verifying the information provided in your application.
- b. Considering your application for tenancy.

AUTHORIZATION TO EXCHANGE PERSONAL INFORMATION

I authorize GNPHC to disclose, receive and exchange personal information with the following parties for the purposes described above and as required by law:

- a. A municipality, the Government of Canada, a Government of a Province or Territory, their ministry, department, or agency, if required to confirm information provided in the application.
- b. Credit bureaus and other businesses that provide credit or rental history information about you.
- c. Previous landlord or other reference provided on your application.
- d. Employer or income source for the purpose of verifying information on the application.

A rental history and credit check will be completed.

DECLARATION & CONSENT FOR CREDIT AND LANDLORD CHECKS

This consent is given under the provision of the *Personal Information Protection and Electronic Document Act* and *Municipal Freedom of Information and Protection of Privacy Act*, or any successor legislation.

If you have questions about the collection, use or disclosure of personal information collected, you may contact: Goulbourn Non-Profit Housing Corporation at 110-1 Carleton Cathcart Street, Stittsville, ON K2S 0V6 613-831-2383 or by sending an e-mail to goulbourn@bellnet.ca

- 1. I give my word that everything I have written and provided in this application is correct and complete.
- 2. I have read and understand the information about Collection, Use, and Disclosure of Personal Information.
- 3. I authorize GNPHC to make any inquiries that it deems necessary to verify information given by me. I authorize any persons, corporation, government department or any agency having knowledge of any required information to release such information to GNPHC.
- 4. I authorize and agree that GNPHC may collect, use, and disclose my personal information, as described above. I understand and acknowledge that GNPHC will also collect, use, and disclose my personal information as required or permitted by law.
- 5. I agree that my consent is valid until revoked in writing.

SUBMISSION DATE

Application must be signed to be valid. Please sign the application prior to submitting.

Applicant Signature

Applicant Signature

Please note: The information in this Application Form is being collected by Goulbourn Non-Profit Housing Corp. and will be used for the sole purpose of assessing your application for housing. Submission of this application does not guarantee you a rental.