



## Application for Housing

### INSTRUCTION PAGE

Please read the following information carefully before filling out your application. By completing and submitting this application, your name will be placed on the waiting lists for all Wigwamen Incorporated projects you are interested in and eligible for, according to the date you applied for those locations. If you want to apply for housing in a project not operated by Wigwamen Incorporated, you must apply through Toronto Social Housing Connections.

### Who can apply?

Any person who is a permanent, legal resident of Canada and 16 years of age or older can apply. This includes Canadian citizens and persons who have made an application for status as a permanent resident or claim for refugee protection under the *Immigration and Refugee Protection Act* (Canada), as long as no removal order has become enforceable under that Act against any member of the household. ***Wigwamen Incorporated has been designated a housing provider for Aboriginal people.*** If you are a member of a First Nation, or are Métis or Inuit, you may apply for any unit in the Wigwamen Incorporated portfolio. If you are not a member of a First Nation, or are not Métis or Inuit, you may apply only for units at 20 Sewells Road and 228 Galloway Road. Non-native applicants must apply for 20 Sewells Road and 228 Galloway Road through Toronto Social Housing Connections.

**PROOF OF LEGAL STATUS IN CANADA FOR ALL PERSONS ON THE APPLICATION MUST BE ATTACHED TO THIS APPLICATION. This would include photocopies (both sides) of Indian Status Card and birth certificate or passport.**

### Tips on filling out your application

- Please print and fill out all sections of the application form.
- We can serve you in English. If you speak a language other than English, please give us the name of someone who will be your interpreter. This information goes in Section 2 Contact Information. We can also refer you to an agency that can assist with interpretation.
- Before completing the Income and Assets sections (Sections 5 and 6), please refer to the definitions of income and assets on the next page.
- Priority may be given to your application if you need to leave a home situation where a family member who lives with you threatens your safety.
- Our projects are located throughout the City of Toronto. In the west end of the City, most of our projects are located in the area bounded by Eglinton Avenue on the north, Bloor Street on the south, Bathurst Street on the east, and Jane Street on the west. In the east end of the City, most of our projects are located in the area bounded by O'Connor Drive on the north, Eastern Avenue on the south, Victoria Park Avenue on the east, and Broadview

Avenue on the west. Wigwamen Terrace, our 102-apartment complex for seniors, is located at 14 Spadina Road near Bloor Street. The 20 Sewells Road project is located on Sewells Road near Neilson Road and 228 Galloway Road is located on Galloway Road north of Lawrence Avenue East. The 75 Cooperage Street building is in the vicinity of Front and Cherry Streets.

- You must list location preferences by the building location for 20 Sewells Road, 228 Galloway Road, 14 Spadina Road, 75 Cooperage Street, and 110 Edward Street. For other projects, please indicate a preference for those in the east or west end of the City.
- The number of bedrooms you are eligible to occupy is determined by how many people live in your household.
- Read carefully the “*Consent to Release*” and “*Declaration*” in Sections 10 and 11. All household members over the age of 16 years must sign the form at the end of these sections.
- You may be requested to provide documentation to verify any information you have included in your application form.
- Please attach additional sheets if you need more space in any section.

*Mail or deliver* your application to Wigwamen Incorporated at the following address:

Wigwamen Incorporated  
23 Lesmill Road, Suite 106  
Toronto, Ontario M3B 3P6

## **INCOME INFORMATION (Section 5)**

**Income** means all money you receive, from all places. Here are some examples of possible places you receive income from. You may have others.

### **Employment**

- full-time work
- part-time work
- irregular work
- casual work
- seasonal work
- odd jobs
- shift bonuses
- disability pay
- sickness pay
- tips or gratuities
- commissions
- overtime pay
- seasonal or vacation pay
- yearly or seasonal bonuses
- cost of living bonuses
- long term income protection plan

### **Self-Employment**

- child care
- tutoring
- driving a taxi
- teaching music

### **Pension, allowances and other income**

- Ontario Disability Support (ODSP)/formerly FBA
- Ontario Works (OW) formerly GWA
- Old Age Security (O.A.S.)
- Guaranteed Income Supplement (G.I.S.)
- Guaranteed Annual Income Systems (G.A.I.N.S.)
- Canada Pension Plan (C.P.P.)
- Québec Pension Plan (Q.P.P.)
- Widow’s Pension
- Alimony/support payments
- War Veteran’s Allowances (D.V.A. and other countries)

- Employment Insurance
- Training allowances (including Canada Manpower Retraining Allowance)
- Payments under Compensation for Victims of Crime Act
- Company pension
- Private pension
- Public service pension
- Workplace Safety and Insurance Board (W.S.I.B.)
- Immigration allowances (including Adjustment Assistance Program)
- Registered Retirement Income Fund (R.R.I.F.)
- Ontario Student Loan (O.S.A.P.)

## **ASSETS INFORMATION (Section 6)**

**Assets** are valuable things that you own (example: property). There are some assets that give you income. There are others that do not give you income. Here are some examples of both kinds:

### **Assets which give you income:**

- farm property from which you make money
- real estate which you rent to someone (example: home, business, farmland, cottage, mobile home)
- a license which gives you income (example: taxi license)
- business which gives you income
- one-time lump-sum payment (example: inheritance, court and out-of-court settlement)
- investments

### **Examples of investments are:**

- savings and chequing accounts at a bank, trust company, credit union
- annuities
- Guaranteed Investment Certificates (GIC)
- stocks or shares
- bonds or debentures
- mortgages, loans, notes
- term deposits

### **Assets which do not give you income:**

*(all these must also be declared)*

- life insurance (with a “cash surrender” value)
- Registered Retirement Savings Plan (RRSP)
- real estate which does not give you income (example: house, condominium, summer cottage, farmland, commercial or vacant land)
- collections or investments in other valuable assets which do not give you income
- business which does not give you income

If you need help filling out this form, call (416) 481-4451 between 9:00 a.m. and 4:00 p.m., Monday to Friday.



## Application for Subsidized Housing

Please print and fill out all sections of this form. Incomplete applications may be returned.

<b>Section 1 – APPLICANT INFORMATION</b>				
First name:	Middle name:	Family name:		
Street address:			Apartment number:	
City:	Province:	Postal code:	Home phone number:	Work phone number:
Mailing address (if different from above address):				

<b>Section 2 – CONTACT - Please list a person we can contact on your behalf. For example, interpreter, agency, relative, friend, community support worker or case manager.</b>		
Alternate contact name and daytime number (where we can leave a message).		
Name:	Phone number:	Relationship:
Is anyone/agency helping you with your housing search? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Interpreter/Agency - Name:	Daytime phone number:	
Would you like additional information to help you find housing? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Section 3 – HOUSEHOLD INFORMATION - Please list all people that will be living with you. Use extra paper, if needed.</b>								
NAME	SIN #	RELATIONSHIP TO YOU	DATE OF BIRTH			SEX		STATUS IN CANADA: (Citizen, Landed, Refugee Claimant)
			M	D	Y	M	F	
Your name:		Self						

**Section 4 – ACCOMMODATION REQUIREMENTS**

Are you able to live independently without support services?  Yes  No  
 If no, please specify what type of support service(s) you require:

Are you or anyone you listed on this application living with someone who threatens your/their safety? Proof will be required.  Yes  No

Is there a personal situation that makes your need for housing urgent?  Yes  No

If yes, please specify:

Some units are designed to be accessible for people with physical disabilities. Please indicate if you require such a unit:  Yes  No

Wigwamen Terrace provides housing to senior citizens. Please indicate if you are a senior citizen (59 years of age or older):  Yes  No

Please indicate if you or anyone in your household are of Aboriginal ancestry, i.e., First Nations, Inuit, or Métis.  Yes  No If yes, list names:

**Section 5 – INCOME INFORMATION – Please list all monies being received by you and all persons who will be living with you in subsidized housing. Please see the Instruction Page for examples of types of income. Use extra paper, if needed. This section must be completed in full or your application may be returned to you.**

NAME	INCOME SOURCE	GROSS INCOME PER MONTH (before taxes)
		\$
		\$
		\$
		\$
		\$
		\$

**Section 6 – ASSETS INFORMATION – Please list all assets owned by you and all persons who will be living with you in subsidized housing. Please see the Instruction Page for examples of types of assets. Use extra paper, if needed.**

NAME	TYPE OF ASSET	VALUE
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**Section 7 – HOUSING HISTORY – Please list information on your current address and all previous addresses for the past 3 years. Use extra paper, if needed.**

**Current address**

Apartment number:	Street address:	City:
Landlord's name/Agency:		Phone number:
Landlord's address:	City:	Postal code:
Date you moved in:	Current rent paid per month:	
Why do you want to move?		

**Previous address:**

Apartment number:	Street address:	City:
Landlord's name/Agency:		Phone number:
Landlord's address:	City:	Postal code:
Date you moved in:	Date you moved out:	Why did you move out?

<b>Section 8 – PREVIOUS SUBSIDIZED HOUSING INFORMATION - Use extra paper, if needed.</b>		
Have you or anyone you have listed in Section 3 of this application, ever lived in subsidized housing anywhere in Ontario? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the following information.		
Name of person who lived in subsidized housing:		
Name and address of housing provider:	City	Postal code:
Date you moved in:	Date you moved out:	Reason(s) for moving out:
Does this person owe money to the above or to any other subsidized housing provider? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate amount owing:	\$	Last payment due date:

<b>Section 9 – LOCATION PREFERENCES</b>	
<p>Many units in Wigwamen Incorporated’s housing portfolio are dedicated for persons who are members of First Nations, Métis or Inuit, including Wigwamen Terrace (for seniors). Applicants who are not members of First Nations, Métis or Inuit may only apply for a unit at 20 Sewells Road and 228 Galloway Road. Non-native applicants must use the Toronto Social Housing Connections application form to apply for 20 Sewells Road and 228 Galloway Road. Please indicate which address you are applying for:</p>	
<p>20 Sewells Road, near Neilson Road (Bachelor, 1 bedroom, 2 bedroom, 3 bedroom &amp; 4 bedroom units). Note: non-native applicants must apply through Housing Connections.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>228 Galloway Road, near Lawrence Avenue East (1 bedroom and 2 bedroom units). Note: non-native applicants must apply through Housing Connections.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Wigwamen Terrace, 14 Spadina Road near Bloor Street (1 bedroom units. Seniors 59+ only. Must be a member of a First Nation or be Métis or Inuit).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Pan Am Games Building: 75 Cooperage Street near Front Street and Cherry Street (1, 2, 3 &amp; 4 bedroom units. Must be a member of a First Nation or be Métis or Inuit).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Wigwamen Toronto Housing: east end of City (2, 3 &amp; 4 bedroom units. Must be a member of a First Nation or be Métis or Inuit). Units are located within the area of O’Connor Drive on the north, Eastern Avenue on the south, Victoria Park Avenue on the east, and Broadview Avenue on the west.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Wigwamen Toronto Housing: west end of City (Bachelor, 1, 2 &amp; 3 bedroom units. Must be a member of a First Nation or be Métis or Inuit). Units are located within the area of Eglinton Avenue on the north, Bloor Street on the south, Bathurst Street on the east, and Jane Street on the west.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>In addition to the above properties, Wigwamen Incorporated acts as a referral agency for 50 - 1 &amp; 2 bedroom units for the YWCA Elm Centre: 110 Edward Street. Must be a member of a First Nation or be Métis or Inuit. Single women and women with children only.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section 10 – COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION** – Here is your legal agreement with us. Please have all household members 16 years of age and over read this declaration and sign in the spaces on the following page.

### **What is Personal Information?**

Personal Information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, assets, household composition, residency status, rent payment record, etc;
- opinions, evaluations, comments, social status, or disciplinary actions; and
- employee files, credit records, loan records, medical records, existence of a dispute between a landlord and a tenant, intentions (for example, to acquire goods or services, or change jobs).

### **Collection and Use of Your Personal Information**

Wigwamen Incorporated will collect, retain, and use the personal information provided by you in this form and its attachments for the following purposes:

- considering your application for tenancy;
- verifying the information that you have provided in your application for tenancy, and its attachments;
- calculating your rent;
- meeting legal and regulatory requirements arising out of or relating to your tenancy;
- for the use of Wigwamen Incorporated's auditor to verify our financial records;
- for the purpose of contacting necessary services or your next-of-kin in case of emergency;

### **Disclosure of Your Personal Information**

Wigwamen Incorporated will disclose the personal information provided by you in this form to the following parties for the purposes described above;

- to any social agency providing any form of assistance to you, or other government subsidy under the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*, or any government department responsible for social housing programs under the *Social Housing Reform Act*, or Wigwamen Incorporated's housing service agreement with the City of Toronto or the Province of Ontario;
- to the Government of Canada, a department, ministry or agency of it, without further notice to you if the information is necessary for the purpose of administering or enforcing the *Income Tax Act (Canada)* or the *Immigration Act*;
- to any agent or employee working on behalf of Wigwamen Incorporated for the purposes of complying with the *Social Housing Reform Act*;
- to relevant agencies or next of kin in case of emergency;
- to credit bureaus and other businesses that provide credit or rental history information about you; and
- to a third party in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of Wigwamen Incorporated.



**Section 11 – DECLARATION** – We make the following pledge knowing that it will be relied upon by Wigwamen Incorporated to assess our qualifications for eligibility to apply for a subsidized unit:

1. I give my word that everything I have written in this application is correct and complete.
2. If something on this application is incorrect or not true, Wigwamen Incorporated may cancel my application, take legal action, or both.
3. I understand that only the people I have listed here may live with me in subsidized housing.
4. I give my word that I am in Canada legally. 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 agency.
5. I have read over the Income Information attached to this form, and I fully understand these instructions. I have also read and understand the information about Collection, Use, and Disclosure of Personal Information.
6. I authorize Wigwamen Incorporated to make any inquiries that it deems necessary to verify information given on this form. I authorize any persons, corporation or any social agency having knowledge of any required information to release such information to Wigwamen Incorporated.
7. I authorize Wigwamen Incorporated to perform a credit check and landlord check on all members of the household age 16 and over listed on this application.
8. I authorize and agree that Wigwamen Incorporated may collect, use, and disclose the personal information that I have provided on this form and its attachments as described on the previous page. I understand and acknowledge that Wigwamen Incorporated will also collect, use, and disclose my personal information as required or permitted by law.
9. Signatures of all household members that are 16 years of age and over are included below.

**Signatures must be witnessed.**

X	X	
Signature Applicant 1	Witness Signature	Date
X	X	
Signature Applicant 2	Witness Signature	Date
X	X	
Signature Applicant 3	Witness Signature	Date
X	X	
Signature Applicant 4	Witness Signature	Date