



Application for Housing

INSTRUCTIONS

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

There are four steps to complete this application:

- Step 1: Determine whether this is the right application form for you.
- Step 2: Review the Property Descriptions addendum at the end of this application.
- Step 3: Review the Tips provided, then fill out the application form.
- Step 4: Review your application for completeness and accuracy.

STEP 1

If you are:	How to proceed:
Looking for a market rent unit	Do not complete this form. You must contact the property manager of the building you wish to apply to live in for a market rent application form.
A non-Indigenous applicant, looking for subsidized housing	Do not complete this form. In Toronto, you must apply through Toronto Access to Housing. In Ottawa, you must apply through The Social Housing Registry of Ottawa.
An Indigenous applicant (First Nation, Métis or Inuit)	This is the correct application form for you. Continue to Step 2.

STEP 2

Review the Property Description addendum. This will give you some information about our properties, and their various locations. When filling out the application form, you will need to select which locations you'd like to apply for. When done, **continue to Step 3.**

STEP 3

Read the tips below, then complete the application form.

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 below and on the next page.
- 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 16 years of age and older 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.

NOTE: Proof of legal status in Canada as well as proof of Indigenous ancestry for all applicants must be submitted with your application. Examples of proof include photocopies (both sides) of your Indian Status Card, birth certificate, passport, etc. Failure to submit identification WILL delay approval of your application.

In Section 5, Income means all money you receive, from all sources. Here are some examples of possible sources 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 or Uber
- teaching music

Pensions, Allowances and Other Income

- Ontario Disability Support Program (ODSP)
- Ontario Works (OW)
- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Guaranteed Annual Income Systems (GAINS)
- Canada Pension Plan (CPP)
- Québec Pension Plan (QPP)
- Survivor’s Benefit
- alimony / support payments
- War Veteran’s Allowances (DVA and other countries)
- Employment Insurance (EI)
- training allowances (including Canada Manpower Retraining Allowance)
- payments under the *Compensation for Victims of Crime Act*
- company pension
- private pension
- public service pension
- Workplace Safety and Insurance Board (WSIB)
- immigration allowances (including Adjustment Assistance Program)
- Ontario Student Loans Program (OSAP)

In Section 6, Assets means valuable things that you own. 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 have questions or need help filling out this form, please contact:

For Toronto: 416-900-6689 | 1-888-248-2104 x223 | aseager@wigwamen.com

For Ottawa: 613-406-3658 | kodonnell@wigwamen.com



Application for Subsidized Housing

Please print and fill out all sections of this form. Incomplete applications will be returned to you.

SECTION 1 – APPLICANT INFORMATION				
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):				
Email address:				

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.	
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:

SECTION 3 – HOUSEHOLD INFORMATION - Please list all people that will be living with you, including yourself. Use extra paper, if needed.

Name 1:		Relationship to you: Myself	Social Insurance Number:
Date of Birth (mm/dd/yyyy):	Gender:	Status in Canada: (citizen, landed immigrant, refugee claimant)	
Specify if you are: <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	Do you have status? <input type="checkbox"/> Yes <input type="checkbox"/> No	Band name and location:	
Name 2:		Relationship to you:	Social Insurance Number:
Date of Birth (mm/dd/yyyy):	Gender:	Status in Canada: (citizen, landed immigrant, refugee claimant)	
Specify if you are: <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	Do you have status? <input type="checkbox"/> Yes <input type="checkbox"/> No	Band name and location:	

Name 3:		Relationship to you:	Social Insurance Number:
Date of Birth (mm/dd/yyyy):	Gender:	Status in Canada: (citizen, landed immigrant, refugee claimant)	
Specify if you are: <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit		Do you have status? <input type="checkbox"/> Yes <input type="checkbox"/> No	Band name and location:

Name 4:		Relationship to you:	Social Insurance Number:
Date of Birth (mm/dd/yyyy):	Gender:	Status in Canada: (citizen, landed immigrant, refugee claimant)	
Specify if you are: <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit		Do you have status? <input type="checkbox"/> Yes <input type="checkbox"/> No	Band name and location:

Name 5:		Relationship to you:	Social Insurance Number:
Date of Birth (mm/dd/yyyy):	Gender:	Status in Canada: (citizen, landed immigrant, refugee claimant)	
Specify if you are: <input type="checkbox"/> First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit		Do you have status? <input type="checkbox"/> Yes <input type="checkbox"/> No	Band name and location:

SECTION 4 – ACCOMMODATION REQUIREMENTS	
Are you able to live independently without support services? If no, please specify what type of support service(s) you require:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Some units are designed to be accessible for people with physical disabilities. Please indicate if you require such a unit: <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 5 – INCOME INFORMATION – Please list all monies being received by you and all people who will be living with you in subsidized housing. Please see page 2 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 people who will be living with you in subsidized housing. Please see page 3 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?	

SECTION 8 – PREVIOUS SUBSIDIZED HOUSING INFORMATION

Have you, or has anyone you listed in Section 3 of this application, ever lived in subsidized housing anywhere in Ontario? Yes No

If yes, you **must** complete the following information:

Name of person who lived in subsidized housing:

Name and address of housing provider:

City:

Postal code:

Date you/they moved in:

Date you/they moved out:

Reason(s) for moving out:

Do you/they owe money to the above or to any other subsidized housing provider? Yes No

If yes, indicate amount owing:

\$

Last payment due date:

Name of person who lived in subsidized housing:

Name and address of housing provider:

City:

Postal code:

Date you/they moved in:

Date you/they moved out:

Reason(s) for moving out:

Do you/they owe money to the above or to any other subsidized housing provider? Yes No

If yes, indicate amount owing:

\$

Last payment due date:

Name of person who lived in subsidized housing:

Name and address of housing provider:

City:

Postal code:

Date you/they moved in:

Date you/they moved out:

Reason(s) for moving out:

Do you/they owe money to the above or to any other subsidized housing provider? Yes No

If yes, indicate amount owing:

\$

Last payment due date:

SECTION 9 – LOCATION PREFERENCES

Please indicate which locations you wish to apply for. For more information on each building refer to the addendum.

WIGWAMEN TORONTO PROPERTIES

20 Sewells Road	<input type="checkbox"/> Yes <input type="checkbox"/> No
228 Galloway Road	<input type="checkbox"/> Yes <input type="checkbox"/> No
525 Markham Road	<input type="checkbox"/> Yes <input type="checkbox"/> No
75 Cooperage Street	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wigwamen Toronto Housing: EAST end of City	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wigwamen Toronto Housing: WEST end of City	<input type="checkbox"/> Yes <input type="checkbox"/> No
55 Thora Avenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
3738 St. Clair Avenue E	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wigwamen Terrace, 14 Spadina Road	<input type="checkbox"/> Yes <input type="checkbox"/> No
2419 Keele Street	<input type="checkbox"/> Yes <input type="checkbox"/> No
25 Hotspur Road	<input type="checkbox"/> Yes <input type="checkbox"/> No

WIGWAMEN TORONTO REFERRALS

New Frontiers Aboriginal Residential Corporation (NFARC), 419 – 425 Coxwell Avenue	<input type="checkbox"/> Yes <input type="checkbox"/> No
YWCA – Elm Centre, 110 Edward Street	<input type="checkbox"/> Yes <input type="checkbox"/> No
YWCA, 389 Church Street	<input type="checkbox"/> Yes <input type="checkbox"/> No
Circle Community LandTrust Inc, downtown Toronto	<input type="checkbox"/> Yes <input type="checkbox"/> No
Circle Community LandTrust Inc, east end of City	<input type="checkbox"/> Yes <input type="checkbox"/> No
Circle Community LandTrust Inc, Scarborough	<input type="checkbox"/> Yes <input type="checkbox"/> No

WIGWAMEN OTTAWA

205 Eric Czapnik Way, Orleans	<input type="checkbox"/> Yes <input type="checkbox"/> No
2040 Arrowsmith Drive, Gloucester (Waitlist)	<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, initial the bottom of this page, and sign where indicated on the next 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 may disclose the personal information provided by you in this form to the following parties:

- 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, the City of Ottawa 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.

All applicants initial here: _____

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 true 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

STEP 4

Review your application to make sure you haven't missed anything. Missing information causes delays.

After this application is submitted you will be contacted by a Wigwamen representative.

- If your application is not complete, you will be asked to provide the missing information.
- If your application is complete and you qualify, you will be placed on the waiting list for the locations chosen on your application.
- The date you are placed on the waiting list is the date your application is deemed complete and eligible. You will receive a letter from Wigwamen advising that you've been placed on the waiting list.

Mail, deliver or email your application to Wigwamen Incorporated at the following addresses:

By mail or in person: Wigwamen Incorporated
23 Lesmill Road, Suite 106, Toronto, Ontario M3B 3P6

By email: live@wigwamen.com



Addendum: Building Information

Our housing is located throughout the City of Toronto and the City of Ottawa.

LOCATION PREFERENCES – WIGWAMEN TORONTO PROPERTIES

All Applicants (Non-Indigenous & Indigenous):

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, 228 Galloway Road, 525 Markham Road, as well as units at 205 Eric Czapnik Way located in Orleans, Ottawa. Non-Indigenous applicants must apply for these Toronto locations through Toronto Access to Housing and for the Orleans location through the Social Housing Registry of Ottawa.

525 Markham Road (South of Lawrence Avenue)

- Nine storey apartment building; 115 units
- 1-bedroom, 2-bedroom, 3-bedroom, 4-bedroom and 5-bedroom units
- Features include walking distance to Cedarbrae mall as well as the Toronto Public Library (Cedarbrae branch), party room, children's playground, bike storage, and a playroom connected to laundry room.
- Security: includes fob access control and advanced security system.
- *Non-Indigenous applicants may apply for this location through Access to Housing.*

20 Sewells Road (Off Neilson Road, North of Sheppard Avenue)

- Four storey apartment complex; 92 units
- Bachelor, 1-bedroom, 2-bedroom, 3-bedroom and 4-bedroom units.
- Features include Computer lab, food cupboard for tenants and community, and walking distance from the Malvern Aboriginal Child and Family centre.
- Security: includes fob access control and advanced security system.
- *Non-Indigenous applicants may apply for this location through Access to Housing.*

228 Galloway Road (North of Lawrence Avenue East)

- Five storey apartment building; 60 units
- 1-bedroom and 2-bedroom units.
- Features include balcony on every unit, common space, party room, and located near the Scarborough Centre for Healthy Communities.
- Security: includes fob access control and advanced security system.
- *Non-Indigenous applicants may apply for this location through Access to Housing.*

Wigwamen Terrace, 14 Spadina Road (North of Bloor Street)

- Six-storey apartment building for adults 59 years of age and over, 127 units.
- 1-bedroom units
- Features Include roof top terrace with a small green house, 2 recreation rooms, and a courtyard. Located close to Toronto public library, the Spadina subway stop and the Native Canadian Centre.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

75 Cooperage Street (Near Front and Cherry Streets)

- 12 storey apartment complex, 145 units
- 1-bedroom, 2-bedroom, 3-bedroom and 4-bedroom units.
- Features include green space and patio for tenants on the 10th floor, near Corktown Common Park with beautiful trails, community space, 5-minute walk to the Cooper Koo family YMCA.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

Wigwamen Toronto Housing: (EAST end of City)

- Scattered homes are predominantly located within the boundaries of O'Connor Dr on the north, Eastern Ave on the south, Victoria Park Ave on the east, and Broadview Ave on the west; 90 units.
- 2-bedroom, 3-bedroom and 4-bedroom units.
- *Must be a member of a First Nation or be Métis or Inuit.*

Wigwamen Toronto Housing: (WEST end of City)

- Scattered homes are predominantly located within the boundaries of Lawrence Ave on the north, Bloor St on the south, Bathurst St on the east, and Jane St on the west; 131 units.
- Bachelor, 1-bedroom, 2-bedroom and 3-bedroom units.
- *Must be a member of a First Nation or be Métis or Inuit.*

55 Thora Avenue (Near Danforth Avenue and Victoria Park Avenue)

- Four storey apartment building; 20 units.
- Bachelor, 1-bedroom and 3-bedroom units.
- Features include a recreation room as well as rooftop space, located within walking distance to the Victoria Park subway station.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

3738 St. Clair Avenue E (Near Brimley Road)

- Four storey apartment building; 22 units
- Bachelor, 1-bedroom and 2-bedroom units.
- Features include a recreation room, rooftop space, and located near the Scarborough bluffs park and beach.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

2419 Keele Street (North of Lawrence Avenue West)

- Three storey apartment building; 12 units.
- 1-bedroom and 2-bedroom units.
- Note: No RGI subsidies, but rent is lower than average market rent
- Features include proximity to Toronto Public Library Amesbury Park branch, as well as the Queen's greenbelt.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

25 Hotspur Road (Near Bathurst Street and 401)

- 1-bedroom and 2-bedroom units; 11 units.
- Note: No RGI subsidies, but rent is lower than average market rent
- Features include proximity to 401 Hwy and transit routes.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

LOCATION PREFERENCES – WIGWAMEN TORONTO REFERRALS

Wigwamen Incorporated acts as a referral agency for the below-noted properties. If housed at any of the properties below, applicants will not be tenants of Wigwamen but if approved by the landlord referenced below would be tenants of that landlord. Please Indicate on your application which locations you are interested in being referred to.

NEW FRONTIERS ABORIGINAL RESIDENTIAL CORPORATION (NFARC)

419-425 Coxwell Avenue

- 1 -bedroom, 2-bedroom and 3-bedroom units; 87 units.
- Features include access to transit, a party room, and on-site laundry facilities.
- Security: includes fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*

YWCA - Elm Centre, 110 Edward Street

- 1-bedroom and 2-bedroom units: 50 units.
- Single women and women with children only
- *Must be a member of a First Nation or be Métis or Inuit.*

YWCA, 389 Church Street

- Studio, 1-bedroom and 2-bedroom units.
- Homeless single women and homeless women with children only.
- *Must be a member of a First Nation or be Métis or Inuit.*

Circle Community LandTrust Inc, downtown Toronto

- 2-bedroom, 3-bedroom and 4-bedroom units.
- *Must be a member of a First Nation or be Métis or Inuit.*

Circle Community LandTrust Inc, east end of City

- 2-bedroom, 3-bedroom and 4-bedroom units.
- *Must be a member of a First Nation or be Métis or Inuit.*

Circle Community LandTrust Inc, Scarborough

- 2-bedroom, 3-bedroom and 4-bedroom units.
- *Must be a member of a First Nation or be Métis or Inuit.*

LOCATION PREFERENCES-WIGWAMEN OTTAWA PROPERTIES

Applicants who are not members of First Nations, Metis, or Inuit may only apply for units at 205 Eric Czapnik Way. Applicants who require RGI assistance must use the Social Housing Registry of Ottawa form to apply at 205 Eric Czapnik Way. Please indicate on your application which locations you are applying for.

205 Eric Czapnik Way, Orleans 41 units

- 1-bedroom and 2-bedroom units.
- Market units and RGI units
- Features include community patio space, bike storage room, located near Orleans community garden and Princess Louise Park. Access to transit routes.
- Security: includes fob access control and advanced security system.
- *All applicants who require RGI assistance must apply through the Social Housing Registry of Ottawa*

2040 Arrowsmith Drive, Gloucester (Waitlist)

- 1-bedroom units. Adults 59 years of age and over, only.
- Features will include community space, Gloucester Food Cupboard on first floor, close to transit routes, and near Ottawa public library.
- Security: will include fob access control and advanced security system.
- *Must be a member of a First Nation or be Métis or Inuit.*
- ***Note: This location is currently under development. Applications are being accepted for occupancy when construction is completed***

Mail, deliver or email your application to Wigwamen Incorporated at the following addresses:

By mail or in person: Wigwamen Incorporated
23 Lesmill Road, Suite 106, Toronto, Ontario M3B 3P6

By email: live@wigwamen.com