

Social Housing Rental Program Application Form



Eligibility Requirements

To be eligible for the Social Housing Rental Program applicant(s) must:

1. Be either a Canadian Citizen, a permanent resident of Canada, a refugee claimant or have legal status to live and/or work in Canada.
2. Have a total adjusted household income at or below the Social Housing Rental Program Income Limits established by Manitoba Housing. (www.manitoba.ca/housing/progs/pil.html)

Completing the Application

The information provided on this application will be used to determine housing need and confirm eligibility.

1. Please **print** all information in ink.
2. Complete **all** sections of the application and ensure the information you provided is correct. Incomplete applications cannot be processed.
3. Before signing the form please read and understand the **Consent and Declaration sections.**
4. Notify Manitoba Housing immediately of any changes. This includes:
 - a. Changes in housing needs (i.e. household size, requested location, income)
 - b. Changes in contact information

If Manitoba Housing is unable to contact an applicant at the telephone number and/or address provided on the application, the application may be cancelled.

SUBMIT THIS FORM

Drop-Off/Mail to:



Manitoba Housing
352 Donald Street
Winnipeg, Manitoba R3B 2H8

Or submit this form to any Manitoba Housing office. Details at:

manitoba.ca/housing/housingoffice.html

FOR ASSISTANCE CALL:



204 - 945 - 4663
1 - 800 - 661 - 4663 (Toll Free)

Hours of Operation:

Monday – Friday, 8:30 a.m. – 4:30 p.m.

| | | | |
|--------------------|---------------|-------------|-----------|
| OFFICE USE ONLY | Date Received | Received by | Client ID |
|--------------------|---------------|-------------|-----------|

Need help or want this document in another format?

Go to manitoba.ca/housing or contact your local Manitoba Housing office.

Understanding the Social Housing Rental Program and Application Process

The Social Housing Rental Program provides low-income Manitobans in greatest need with subsidized housing.

Manitoba Housing has a limited supply of rental properties and therefore applicants are housed based on core housing needs. This includes consideration of the affordability, suitability and adequacy of your current housing situation.

Can I choose where I want to live?

Yes. The information you provide on your application will help Manitoba Housing locate a unit that meets the needs of your household. The type of housing you may be offered will depend on factors such as regional choice, unit availability and demand and how many people will live in the unit. Other needs identified such as physical/mobility needs, smoking/non-smoking, and parking will also be considered.

Does Manitoba Housing allow pets?

One pet (some restrictions apply) per household may be permitted with written permission prior to bringing the pet into your unit.

How long will it take me to obtain housing?

The length of time before a unit becomes available will vary depending on our ability to meet your housing needs and demand.

How much rent can I expect to pay?

Monthly rent is based on a percentage of household income. Total monthly payable rent includes your rent plus other applicable fees such as parking or tenant services. For applicants receiving Employment and Income Assistance (EIA), rent will be equal to Rent Assist.

IMPORTANT: Make sure to contact Manitoba Housing with any changes to your application. Manitoba Housing will make every effort to contact you. If you cannot be reached at anytime following the submission of your application, your application may be cancelled.

How will I know if my application has been received?

You will be notified by mail once your application has been processed.

Do I need to submit any other documents with my application to verify the information I provided e.g. proof of income, medical information etc.?

No. You do not need to submit any additional documents with your application.

When supporting documents are required, Manitoba Housing will contact you and provide you with a list of documents that will be needed to verify the information you provided on your application.

Can more than one family live in the same unit?

Yes. More than one family, as defined by Manitoba Housing, can live in the same unit. A family includes an individual, their partner and dependants. Other household members would be considered a separate family. (for example, the applicant's parents = a family, adult siblings = a family, cousin = a family, roommate = a family, etc.)

How do I update or make changes to information provided on my application?

Changes to information provided on your application can be made at any time. Contact Manitoba Housing at 204-945-4663 or 1-800-661-4663 (Toll Free).

Your Details and Circumstances

The information you provide on this application will be used to assess your housing needs and eligibility.



Where requested, include the full legal name(s) as it appears on government issued identification. Make sure the information provided on this application is true and accurate and that you have **printed** all information in **ink** only.



Supporting documentation will be required to verify your application at a later date. You are not required to submit documents with this application.

1. APPLICANT INFORMATION

Preferred language for correspondence? (check one) English French

Preferred method of communication? (check one) Mail Phone E-mail No Preference

Main Applicant

Last name First Name Middle name

Date of Birth: (e.g., June 1, 1965) _____ / _____ / _____ Gender: Male Female
Month / Day / Year

Social Insurance Number: _____ / _____ / _____

Citizenship:

- Canadian Citizen Skilled Worker / Trades Worker Sponsored (by family) Refugee Refugee Claimant Other _____

Phone: (____) _____ Cell: (____) _____ Work: (____) _____

Home address: _____
Apartment # / Street Town Province Postal Code

Mailing address: _____
(If different than above) P.O. Box # / Apartment # / Street Town Province Postal Code

E-mail address: _____

Check the appropriate box(es) below to indicate who you are applying to live with:

- Partner Dependant(s) Roommate(s)
 Parent(s) Sibling(s) Other (please explain) _____
 I am not applying to live with anyone

Alternate Contact Person (if applicable)

You may authorize another person to be the alternate contact for your application. Manitoba Housing will only contact this person if we are unable to reach you at the mailing address or phone number(s) provided. Details about your application will not be shared with this person without your written consent.

Contact Name: _____

Relation to applicant: _____ Phone: (____) _____

E-mail address: _____

Co-applicant 1 (if applicable)

Relation to the Main Applicant:

- Partner Dependant Roommate
- Parent Sibling Other (please explain) _____

Last name

First Name

Middle name

Date of Birth: (e.g., June 1, 1965) _____ / _____ / _____ Gender: Male Female

Month / Day / Year

Social Insurance Number: _____ / _____ / _____

Citizenship:

- Canadian Citizen Skilled Worker / Trades Worker Sponsored (by family) Refugee Refugee Claimant Other _____

Phone: (____) _____ Cell: (____) _____ Work: (____) _____

Home address: _____

Apartment # / Street

Town

Province

Postal Code

Mailing address: _____

(If different than above)

P.O. Box # / Apartment # / Street

Town

Province

Postal Code

E-mail address: _____

2. HOUSEHOLD INFORMATION

The information you provide in this section will help us to determine the number of bedrooms required to support the size and needs of your household.

The number of bedrooms a household is eligible for is based on the number of people living in the home, their age, gender and relationship to you, the applicant.

List all additional persons that are expected to live in the home in the chart below.

| Last Name | First Name | Middle Name | Date of Birth (e.g., June 1, 1965) | Gender M/F | Relation to Main Applicant | Citizenship | | | | |
|-----------|------------|-------------|---------------------------------------|---------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | | | | Canadian Citizen | Skilled/Trades Worker | Sponsored By Family | Refugee | Refugee Claimant |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

a. If you listed dependants (18 yrs or younger) on your application, do you have shared or joint custody arrangements? Yes No

If yes, how many days are the children in your care _____ and what is the number of overnight visits per month? _____

b. How many bedrooms does your household use in your current home?

None 1 2 3 4 5 6

c. Is any member of your household pregnant? Yes No

If yes, include the name of the household member: _____



Supporting documentation will be required to verify this section of your application at a later date. You are not required to submit documents with this application.

3. INCOME, ASSETS & EXPENSES

Income

In this section we ask about household income, assets and expenses to determine program eligibility.

Include the monthly amount of income received in the chart below, before taxes, from all sources for all adult household members. (income for dependants ages 22-25 years in full-time study is not required).

Do not include amount received for Canada Child Benefit.

| Name | Employment Income | Employment and Income Assistance (EIA) | Other Income |
|------|-------------------|--|--------------|
| | \$ | \$ | \$ |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

! Employment Income may include:

Wages/salaries, self-employment income, worker's compensation, court awards or insurance settlements aimed to replace loss of wages, strike/lock-out pay.

! Employment and Income Assistance (EIA) Amount

! Other income may include:

Federal/Provincial Government Income (e.g. CPP, OAS, GIS, 55+ Income Supplement, employment insurance, refugee or newcomers assistance; shelter portion only for training allowance, band funding, or foster care payment)

Private Pensions and Investment Income (e.g. retirement pension, disability insurance, GICs, withdrawals from investments, investment interest)

Miscellaneous (e.g. court awards/insurance settlements aimed to provide for living expenses; child support, maintenance, alimony, educational funding)

Assets

Does anyone in your household own any property (land, residential, commercial)? Yes No

If yes, provide the assessed property value \$ _____ and outstanding mortgage balance \$ _____

Does anyone in your household have savings or investments? (e.g., GIC's, RRSP's, bank accounts) Yes No

If yes, provide the amount \$ _____



Supporting documentation will be required to verify this section of your application at a later date. You are not required to submit documents with this application.

Expenses (Rent and Utilities)

What is your current monthly rent or mortgage payment (including property taxes): \$ _____

Does this amount include your monthly utility expenses? Yes No

If no, provide your average monthly utility costs for the following:

Electricity \$ _____ Natural Gas \$ _____ Water \$ _____

4. SPECIAL CIRCUMSTANCES

In this section, we ask about special housing circumstances that may affect your need for housing. Check all statements that apply:

- Homeless (if checked indicate which of the following apply to you):
 - Living in a homeless shelter.
 - Living on the street.
 - Being discharged from a medical facility with no place to live.
 - Being released from a correctional facility with no place to live.
 - Current home destroyed by fire or flood.

- Victim of domestic violence (if checked indicate which of the following apply to you):
 - Living in a crisis shelter.
 - Living in second stage housing.
 - Temporarily living with friends or family.

- At risk of becoming homeless (if checked indicate which of the following apply to you):
 - Youth aging out of foster care.
 - Forced to leave current home due to child protection concerns that endanger the health, life or wellbeing of the child(ren) including entering into a Kinship Care arrangement.
 - Person with disability forced to leave parental home as parent(s) can no longer provide support.
 - Person with a disability forced to vacate a supportive housing unit as you no longer qualify for the program.
 - Experiencing family separation and being forced to find another place to live within 3 months. (e.g., marital separation, family separated for medical reasons)
 - Temporarily housed. (e.g., couch surfing, staying in a hotel, hostel, or transitional immigration centre)

- Need housing to regain custody of child(ren) including entering into a Kinship Care arrangement.

- Have a minor/temporary disability or mental illness that prevents me from maintaining my current home or continuing to live independently.

- Need to move to be closer to work, school, child care or support services (only applicable where travel time and/or distance is unreasonable due to having no transportation or limited access to public transportation).

- None of the above apply to my situation.



Supporting documentation will be required to verify this section of your application at a later date. You are not required to submit documents with this application.

5. CURRENT HOUSING

In this section we ask about the physical condition of your current housing.

Is your current home in need of major repairs that impact your health and safety? Yes No
(e.g., no running water, electrical does not work, lack of emergency exits or structural repairs)

Has your current home been condemned? Yes No



Supporting documentation will be required to verify this section of your application at a later date. You are not required to submit documents with this application.

6. EDUCATION/SKILLS TRAINING (This section does not apply to applicants 60 years of age or older)

Manitoba Housing rewards educational activities that promote self-sufficiency.

- a. Are you or your co-applicant(s) currently enrolled in an area of study or course to earn a certificate, degree or diploma? Yes No
- b. Are you or your a co-applicant(s) currently enrolled in a course or program for skills training, pre-employment or upgrading? (e.g. general education, adult learning and literacy programs, EAL, job search training, career exploration, employment training related to self-employment) Yes No
- c. If no, do you or your co-applicant(s) have a disability that prevents you from working or participating in training or education for 12 months or more? Yes No



Supporting documentation will be required to verify this section of your application at a later date. You are not required to submit documents with this application.

7. ADDITIONAL HOUSING NEEDS

a. Do you or any member of your household have physical or mobility limitations that impact the type of housing required? Yes No

b. Do you have or plan on having a pet? Yes No



Restrictions: One dog; **OR** one cat; **OR** two birds; **OR** one 15 gallon aquarium with fish.

c. Do you require parking? Yes No



Parking may not be available at all locations.


d. Do you prefer a building that is (check one): Smoking Non-smoking No preference




Supporting documentation will be required to verify this section of your application at a later date. You are not required to submit documents with this application.

8. HOUSING CHOICE

To support successful tenancies applicants will be offered a unit that best meets their needs.

-  Some types of housing may not be available in all areas/communities. Refer to the **Manitoba Housing Listing** to identify cities or towns with Manitoba Housing accommodations (www.manitoba.ca/housing/progs/renters.html)

Preferred Location

-  Check or list all preferred locations. In **Winnipeg** select one or more of the areas below where you are willing to live that best meet your need:

| | | | | |
|----------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Central | <input type="checkbox"/> East | <input type="checkbox"/> West | <input type="checkbox"/> South | <input type="checkbox"/> North |
|----------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|

| | | | | |
|---|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Brandon | <input type="checkbox"/> Churchill | <input type="checkbox"/> Dauphin | <input type="checkbox"/> Flin Flon | <input type="checkbox"/> Morden |
| <input type="checkbox"/> Portage la Prairie | <input type="checkbox"/> Selkirk | <input type="checkbox"/> Steinbach | <input type="checkbox"/> The Pas | <input type="checkbox"/> Thompson |

List any other towns/communities in Manitoba not listed above that you are willing to live?

City/town _____

City/town _____

City/town _____

City/town _____

-  **All applicants must now proceed to the next page: Section 9 - Consent and Declaration.**

9. CONSENT AND DECLARATION

Collection, Use and Disclosure of Personal Information and Personal Health Information

Your personal information and personal health information is collected under the authority of Manitoba Housing programs and used to determine your eligibility for rental housing and any tenancy which may eventually result from this application. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA) and, if applicable, The Personal Health Information Act (PHIA).

If you have any questions about the collection of personal information, please contact Manitoba Housing's Access and Privacy Coordinator at 352 Donald Street, Winnipeg at (204) 945-3104 or by fax at (204) 948-2736 or e-mail at MHRCFIPPAPHIA@gov.mb.ca

In this form, words in the singular include the plural and words in the plural include the singular.

Consent to Disclose and Share Information

I consent to Manitoba Housing sharing any personal information and personal health information relating to me or my dependants with other government departments, external agencies or other providers of housing or services to confirm on-going eligibility for rental housing, determine my housing needs and rental charge. I understand that this information is kept on file in accordance with Manitoba legislation.

I authorize any person, agency or organization to release or exchange information for that purpose. I understand this consent includes requests pertaining to my marital status, employment, income, assets and liabilities, medical condition, family status, benefits received under other programs or any other relevant personal information. I understand this includes Manitoba Housing conducting a personal investigation including past and present landlord reference checks, income verification and utility checks.

A copy or facsimile of this signed Consent to Disclose has the same effect as the original and is sufficient to authorize the disclosure or exchange of information.

Declaration

I understand that this application is not an agreement on the part of Manitoba Housing to provide me with housing. I acknowledge that, once submitted, this application becomes the property of Manitoba Housing.

I certify that the information given in this document is true, correct, and complete in every respect. It fully discloses my income from all sources. If something is incorrect or not true, I understand that Manitoba Housing may cancel my application or take any other measures deemed to be appropriate.

I understand that Manitoba Housing may request supporting documentation to verify eligibility for the Social Housing Rental Program.

I have read and accept all terms and conditions of the Consent and Declaration section.

Main Applicant name (print)

Main Applicant signature

Date

Co-Applicant Consent and Declaration

I have read and accept all terms and conditions of the Consent and Declaration section.

Co-applicant name (print)

Co-applicant signature

Date

Co-applicant name (print)

Co-applicant signature

Date

! For those applicants signing with an "X", a witness must sign below:

Witness Name (print)

Witness signature

Date

! All applicants must now proceed to the next page to consent to release income information.

PUBLIC TRUSTEE

If this application is being submitted on behalf of a person who is registered with the Public Trustee, the Trustee must complete the information below and stamp before submitting.

Name: _____

Phone: _____

Public Trustee Stamp

! All applicants must now proceed to the next page to consent to release income information.

Consent to Release Income Information

I consent to the release, by the Canada Revenue Agency to the Manitoba Housing and Renewal Corporation (Manitoba Housing), of information from my income tax returns. The information will be relevant to and used solely for verifying eligibility for government-subsidized rental housing under The Housing and Renewal Corporation Act of Manitoba.

This authorization is valid for the previous two tax years, the current year and each year thereafter if I am a tenant with Manitoba Housing. I understand that, if I wish to withdraw this consent, I may do so at any time by writing to Manitoba Housing.

Main Applicant name (print)

Main Applicant signature

Date

Co-applicant name (print)

Co-applicant signature

Date

Co-applicant name (print)

Co-applicant signature

Date

For those applicants signing with an "X", a witness must sign below:

Witness Name (print)

Witness signature

Date

PUBLIC TRUSTEE

If this application is being submitted on behalf of a person who is registered with the Public Trustee, the Trustee must complete the information below and stamp before submitting.

Name: _____

Phone: _____

Public Trustee Stamp

10. SELF DECLARATION (Optional)

Manitoba Housing collects this information to assist with planning for housing needs and to reflect the diversity of the population we serve. This information is not used to determine your eligibility for the Social Housing Rental Program.

Main Applicant:

- a. Are you a newcomer to Canada within the last 10 years? Yes No

If yes, what month and year did you arrive? /
 Month / Year

- b. Do you consider yourself to be a visible minority? Yes No

- c. Do you consider yourself to be of Indigenous Ancestry? Yes No

If yes, which group do you identify with:

First Nations

Inuit

Métis

Co-applicant: (if applicable)

- a. Are you a newcomer to Canada within the last 10 years? Yes No

If yes, what month and year did you arrive? /
 Month / Year

- b. Do you consider yourself to be a visible minority? Yes No

- c. Do you consider yourself to be of Indigenous Ancestry? Yes No

If yes, which group do you identify with:

First Nations

Inuit

Métis

Co-applicant: (if applicable)

- a. Are you a newcomer to Canada within the last 10 years? Yes No

If yes, what month and year did you arrive? /
 Month / Year

- b. Do you consider yourself to be a visible minority? Yes No

- c. Do you consider yourself to be of Indigenous Ancestry? Yes No

If yes, which group do you identify with:

First Nations

Inuit

Métis