



East Markham Non-Profit Homes

A MICAH* Affordable Housing Project
(*Markham Inter-church Committee for Affordable Housing)

Tony Wong Place
25 Deverill Court, Markham Ontario

Application for Tenancy

Frequently Asked Questions

What is Tony Wong Place?

Tony Wong Place is a rental apartment building with 120 units. It was completed in 2010, and is owned and operated by East Markham Non-Profit Homes, a community-based organization with a volunteer board of directors.

Funding for this building was provided through the Affordable Housing Program, as well as other sources.

Who can I contact for more information?

Please contact the Property Manager at 416-664-5170.

Who can live in this building?

Tenants must show they meet all of the following criteria:

- One person in the household is at least 16 years old
- All household members are legal residents of Canada or refugee claimants
- No household member owes money to any social housing provider
- No household member is under a deportation, departure or exclusion order to leave Canada
- No household member has been convicted of an offence related to rent-geared-to-income assistance
- No household member has been found by a court of law or the Landlord and Tenant Board to have misrepresented their income for the purpose of rent geared-to-income assistance
- Tenants must be able to live independently in the unit, with or without support services
- The combined household income for all members of the household cannot be higher than the Household Income Limit set for Affordable Housing Program funded units by the Regional Municipality of York

What documentation do I need to have to prove residency in Canada?

Documentation must clearly indicate your legal right to be in Canada. This may include, but is not limited to:

- a copy of your Canadian birth certificate,
- landed immigrant papers, permanent resident card, or
- documents supporting your claim for refugee status

What does 'living independently' mean?

An individual is considered to be able to live independently if he or she is able to perform the normal essential activities of day-to-day living; or can do so with the aid of support services and demonstrates that those support services will be provided when they are required. The applicant must arrange support services.

What documentation do I need to have to prove household income?

Documentation must clearly show the amount of monthly income and the source for all household members. This may include, but is not limited to copies of the following:

- Copy of a Notice of Assessment from Canada Revenue Agency for the previous tax year
- Letter from an employer, on company letterhead showing the firm's address and telephone number, declaring the monthly income for each employed individual,
- Copies of recent bank statements showing deposits from pensions, allowances, government assistance and other sources,
- Copy of a current Ontario Drug Benefit card,
- Copy of a recent Employment Insurance Itemized Statement of Benefits Paid

How much rent will I pay?

Most units are rented at 'market rent' which is set below the average market rent in the Markham area. Tenants applying for a 'market rent' unit should use this application form.

Some of the units in the building will receive assistance through the Regional Rent Assistance Program offered by the Regional Municipality of York to help lower income households afford the rents. These tenants would pay rent based on their household income, and would apply through the Region of York's Housing Access Unit. Rents for Regional Rent Assistance Program households will be calculated by East Markham Non-Profit Homes.

What if my application is not complete?

If you have not completed all sections of the application form, or if you have not included the required documents, we will send your application back to you without placing you on the waiting list.

I own my own home. Can I apply for a unit in Tony Wong Place?

If you own your own home, you may apply to live in Tony Wong Place. If you want to receive Regional Rent Assistance Program assistance, and have applied through the Region of York's Housing Access Unit, you must sell your home within 180 days of receiving this assistance.

How long will it take for me to be offered a unit?

The amount of time before a unit comes available can vary depending on the type of unit you choose.

How are applicants selected for units?

Only applicants with fully completed applications are added to the waiting lists.

Market rent units are offered to the most suitable household that is at the top of the list. Similarly, Regional Rent Assistance Program units are offered to the most suitable household at the top of the Housing Access Unit's waiting list.

Households will be interviewed and must give approval for credit and landlord checks to be done before the unit is offered. As well, households must provide confirmation that their total annual household income is at or below the Housing Income Limit set by the Region of York for Affordable Housing Program funded units.

What types of units are available?

The building contains a mix of one-bedroom, two-bedroom, three-bedroom and four-bedroom apartments. There are 8 one-bedroom units and 3 three-bedroom units that have been modified for persons with physical disabilities.

What features are special about this building?

The building was built using ICF technology – insulated concrete forms are on the exterior walls and between units, reducing energy needs and also sound coming into the unit. The building is heated and cooled through geothermal exchange. Each unit has its own heating/cooling unit and individual temperature control. Tenants are responsible for their own energy costs, which will be billed directly by PowerStream. Water charges will be billed to each unit with the base rent charge by East Markham Non-Profit Homes based on the number of bedrooms in the unit. Storage lockers are available for a monthly charge. Parking spaces are available for a monthly charge in the underground garage or outside. Laundry rooms with card-operated equipment are available on most floors.

Agreements to share Personal Information

Personal information on the completed application form and any attachments may be given to any government or body with whom East Markham Non-Profit Homes has an agreement without further notice if:

- the government or body administers, enforces or is conducting research related to a social benefit program or social housing or rent-geared-to-income assistance program; or
- the information relates to the administration or enforcement of or research related to the *Income Tax Act* (Ontario), *Income Tax Act* (Canada), the *Immigration Act* or any other Acts that may be prescribed by regulations regarding such agreements; and
- the government or body agrees to use the personal information for the above-stated purposes.

What if my information or situation changes after I submit my application?

It is your responsibility to keep your file up to date. If your contact information or gross household income changes, you must notify us. If we send you a letter and it is returned undeliverable, your application may be removed from the waiting list.

How to Complete this Application

Please Print Clearly.

If you need more space to write your response, please attach a separate piece of paper.

All sections must be completed in full. If you do not complete all sections of this application form, or do not include all citizenship documentation or income for all household members, we will send your application back without placing you on the waiting list.

Please make sure you have:

- Completed all sections of the form
- Signed pages 5 and 6
- Included copies of Canadian birth certificates, Canadian passport, Canadian citizenship certificate, landed immigrant, permanent resident card or refugee claimant documents for ALL members of the household
- Provided confirmation of total household income before taxes for every household member that will be living in the unit

Your completed application can be mailed or delivered to:

East Markham Non-Profit Homes
c/o DMS Property Management Ltd.
Attention: Property Manager
4810 Dufferin Street
Toronto, Ontario M3H 5S8

Applications will not be accepted by fax.

Note: Personal information contained in this form or in attachments is collected pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c F.31).

This information will be used to determine suitability and eligibility for housing applied to, continuation of housing and the appropriate rent scale. Personal information may be disclosed to the Regional Municipality of York, other municipal or provincial departments and bodies and agencies that assist in the provision of social housing and social agencies providing social assistance to the applicant.

All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and you are required to provide supporting material for the purpose of processing the application.

Tony Wong Place

Application for Housing

Please print clearly and fill out all sections. If you need more space to write your response, please attach a separate piece of paper.

Section 1 – Applicant Contact Information

Calls to offer a housing unit are normally made during the day. Please provide us with a daytime telephone number where you can be reached.

Last Name:	First Name:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status:
Street Address:	
Apartment #:	City:
Province:	Postal Code:
Home Phone: () -	Work Phone: () - Ext.
Email address:	Can you take personal calls <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address (if different from above)	
Street Address:	
Apartment #:	City:
Province:	Postal Code:
Alternate contact names and daytime numbers (where we can leave a message):	
Name:	Phone: () - Ext.

Section 2 – Household Information

Please provide information about yourself and all adults and children who will live in the unit. You must provide documentation proving each person's legal status in Canada. For Status in Canada, please indicate one of the following for each person named:

- Canadian citizen
- Landed immigrant
- Refugee claimant

Name	Relationship to Applicant	Date of Birth D/M/Y	Sex M/F	Status in Canada
	SELF			

Will all of the people listed above be permanently living with you: <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:
Does anyone in the household require support services to live independently? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify what type of support service(s) are required and how they are provided:

Section 3 – Current Housing Information

Do you currently rent or own your home: <input type="checkbox"/> Rent <input type="checkbox"/> Own		
If you rent, provide the name of your current landlord:		
Landlord's street address:		
City:	Province:	Postal Code:
Telephone Number: () -	Date Moved In:	

Section 4: - Previous Housing Information

Provide information for previous landlords where you have lived during the past 6 years.

Previous Address:	
Landlord's Name:	Telephone Number: () -
Date moved in:	Date moved out:
Previous Address:	
Landlord's Name:	Telephone Number: () -
Date moved in:	Date moved out:

Previous Address	
Landlord's Name:	Telephone Number: () -
Date moved in:	Date moved out:

Have you ever received an eviction notice? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what was the eviction date?
Reason for eviction:	

Section 5: - Household Income

You are required to report and provide documentation on all sources of income you and all persons who will live in the unit receive. Income means all money you receive, from all places.

Here are some examples of possible places from which you receive income:

Employment

- Full time work
- Part time work
- Seasonal work
- Odd jobs
- Irregular or casual work
- Cost of living bonuses
- Yearly bonuses
- Tips or gratuities
- Shift bonuses
- Seasonal or vacation pay

- Disability pay
- Sickness pay
- Commissions
- Overtime pay
- Long term income protection plan

Self-Employment

- Tutoring
- Child care
- Teaching music
- Driving a taxi

Pension Allowances and Other Income

- Canada Pension Plan
- Old Age Security
- Quebec Pension Plan
- Veteran's allowances
- Immigration allowances
- Alimony/Support payments
- Employment Insurance
- Training allowances
- Company pensions
- Private pensions
- Student grant
- Inheritances, court and out of court settlements
- Ontario Works
- Ontario Disability Support Plan
- Workers Compensation payments
- Children's Aid Society payments
- Mortgage income
- Catholic Children's Aid Society payments

List all money you and all persons who will be living with you receive from all sources.

Name of Household Member	Income Source	Gross Income per Month (before deductions)

Section 6: - Previous Social Housing Information

Have you or anyone you have listed in Section 2 ever lived in social housing in Ontario? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please go to section 7. If yes, please complete the following for each housing location.
Name of person(s) who lived in social housing:	
Name, address and city of housing provider:	
Date moved in:	Date moved out:
Reason(s) for moving out:	
Does this person owe rental arrears to the above or to any other social housing provider? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is the amount owing \$	Have you entered into a repayment schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 7: - Accommodation Requirements

What type of unit are you interested in? (Please check all that interest you)	<input type="checkbox"/> One-bedroom
	<input type="checkbox"/> Two-bedroom
	<input type="checkbox"/> Three-bedroom
	<input type="checkbox"/> Four-bedroom
Do you require parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	For how many vehicles?
Do you require a wheelchair accessible or modified unit? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe any specific requirements:	Do you have pets <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind?

Section 8 – Release and Consent

This is your legal agreement with us to consent to the release of your personal information.

1. I understand that East Markham Non-Profit Homes is permitted under the *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990 c F.31) to collect personal information about me so long as they comply with the standards for collecting, using, disclosing and safeguarding information as set out in the Act.
2. I understand and agree to release any personal information and required documents to East Markham Non-Profit Homes for the purpose of processing my application for a unit in Tony Wong Place, which may include determining:
 - a. My initial eligibility for occupancy;
 - b. The size and type of unit that I may be eligible for;
 - c. Where I am on the waiting list for a unit; and
 - d. If applicable, the amount of Regional Rent Assistance Program rent I will be required to pay.

Any personal information collected by East Markham Non-Profit Homes about me for the above mentioned purpose will be hereafter referred to as “my personal information”.

3. I agree to release to East Markham Non-Profit Homes information about any bank account, safety deposit box, income and assets of any nature or kind held by me, or on my behalf, or by or on behalf of any of my dependents or children temporarily in my care, alone or jointly with any other person in any financial institution, in order to verify my initial eligibility for a unit. If I receive Regional Rent Assistance Program assistance, I agree to release all of the above information at all times in order to verify my ongoing eligibility for this assistance.
4. For the purpose set out in paragraph 2, I allow East Markham Non-Profit Homes to obtain any credit information about me from any credit agency or any other source.
5. I allow East Markham Non-Profit Homes to share my personal information, without further notice to me, with the Regional Municipality of York, the Ministry of Municipal Affairs and Housing, the Social Housing Services Corporation, other municipal service managers or district social services administration boards or lead agencies as defined under the *Social Housing Reform Act, 2000*, and each person or organization providing services by contract to any of them, if it is needed to make decisions or verify my eligibility for a unit.
6. I understand that any of my personal information given by East Markham Non-Profit Homes to a government or body mentioned above in paragraph 5 is confidential and will only be given in accordance with the *Social Housing Reform Act, 2000* and the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c F.31)* and their regulations.
7. I understand that any of my personal information provided by me to East Markham Non-Profit Homes is given on the understanding that East Markham Non-Profit Homes is collecting this information on behalf of the Regional Municipality of York or other government or body.
8. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
9. I confirm that if I have any questions or concerns about the collection, use or disclosure of my personal information, I should contact:

Property Manager
DMS Property Management Ltd.
4810 Dufferin Street
Toronto, Ontario M3H 5S8
416-664-5170

Signatures of all household members 16 years of age or over:

Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date

Section 9 – Declaration

1. I declare that everything I have written in this document is true and that no information that is required to be given has been withheld or omitted.
2. I understand that all of my personal information that I give to East Markham Non-Profit Homes will belong to them.
3. I understand that only the people I have listed on this document may live with me in the unit if it is offered to me.
4. I understand that East Markham Non-Profit Homes will use my personal information that I give them to determine if I am eligible for a unit, the size and type of unit I may be eligible to receive, my placement on the waiting list, and if applicable, the amount of Regional Rent Assistance Program rent payable by me.
5. I declare that all persons named in this document are in Canada legally.
6. I declare that all household income for all persons listed on this document has been reported.

Signatures of all household members 16 years of age or over:

Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date

Personal information contained in this form or in any attachments to it is collected by East Markham Non-Profit Homes pursuant to the *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990 c F.31) and will be used only as set out in this form.