

Request to ADD a NEW HOUSEHOLD Member

As you currently reside in rent-geared-to-income housing you cannot move another member into your household until you have requested approval from Kingston & Frontenac Housing Corporation.

Kingston & Frontenac Housing Corporation will conduct an eligibility review with the new household member. The new household member must complete the information below and return to your property manager. You will be notified within one month of the results of the eligibility review.

General Eligibility Rules for Rent Geared to Income Assistance;

- a. At least one person of your household must be 16 years of age, or older and able to live independently;
- b. Each member of your household must be a Canadian Citizen or have made application for status as a permanent resident of Canada or have made a claim for Refugee Protection: copy of appropriate document must be attached - see page;
- c. If you owe money to any federally, provincially or municipally funded housing provider you must pay the money owing to the housing provider or have a repayment agreement in place with the housing provider to whom you owe the money. The repayment agreement must be in good standing and you must supply a copy of The Repayment Agreement to Kingston & Frontenac Housing Corporation;
- d. Your total household income must be under the established income limit by type of unit depending on your family composition (see Chart 1, Public Information Brochure);
- e. If you own residential property, you will be required to sign an agreement to sell it.

1. Current Primary Tenant's Name: <i>Last Name</i> <i>First Name</i>	
Current Tenant's Address: <i>Street</i> <i>City</i>	
Current Tenant's Phone Number	
New Primary Household Member's Name <i>Last Name</i> <i>First Name</i>	
New Household Member's Address <i>Street</i> <i>City</i> <i>Province</i>	
New Household Member's Phone number	
Please list another person that we may contact if unable to reach you:	Phone #
Persons Relationship to you	
REQUESTED DATE OF MOVE-IN: <div style="text-align: center;"><i>year</i></div>	

2. Please list all of the people who will be living in the household starting with the CURRENT TENANT and including the all NEW HOUSEHOLD MEMBER(s):

Name	Relationship to applicant	DOB (dd/mm/yy)	Female or Male	Sources of Income	Amount per month	Social Insurance Number	Current Tenant or New Member

3. Does any member of your household, own residential property (house, farm, land, mobile home, etc.)?
 YES NO

If YES You must sign an Agreement to Sell Residential Property form, available from the Kingston & Frontenac Housing Corporation and attach to your application form.

4. Has any member of your household previously lived at a housing project with subsidized housing in Ontario?
 YES NO

If YES list all tenancies –
 Including: date, name of tenant, address of tenancy, housing provider's name and address.

Name of Tenant		
Dates from to		
Address of Tenancy		
Housing Provider		
Name of Tenant		
Dates from to		
Address of Tenancy		
Housing Provider		

- If more space is required fill out required information for other tenant(s) onto the end of this form -

5. Does any member of your household, owe any money to any Federally, Provincially or Municipally funded housing Provider? (Example -any provider offering rent-geared-to-income housing provider):

Yes NO

If **YES** list all tenancies

Including: date, name of tenant, address of tenancy, housing provider's name and address.

Name of Tenant		
Dates from to	<i>year</i>	<i>year</i>
Address of Tenancy		
Housing Provider		
Name of Tenant		
Dates from to	<i>year</i>	<i>Year</i>
Address of Tenancy		
Housing Provider		

If **YES** does any member of your household, have a repayment agreement for the debt?

Yes NO

If **YES** attach a copy of your repayment agreement?

6. Has any member of your household, been found under the Criminal Code (Canada), Landlord Tenant Board or Court of Law to have misrepresented income while living in subsidized housing within the last five years?

Yes NO

Is anyone in your household a full-time student over 16 years of age attending a recognized educational institution? Yes NO

If **YES**- please attach supporting documents including: Educational Institution and start date.

ACCEPTABLE RESIDENCY DOCUMENTATION (see Eligibility Rule "B" on the front of this application)

Canadian-Citizens:

- Birth certificate
- Confirmation by Registrar General of Birth
- Notice of Registration of Birth
- Hospital birth records
- Passport
- Social Insurance Number Card

Permanent-Residents:

- Permanent Resident Card
- Record of Landing
- Foreign passport - This document must be stamped "Permanent Resident" by Citizenship and Immigration Canada Returning Resident Permit
- Confirmation of Landing
- Canadian Travel Document. The status must indicate "landed"
- Canadian Certificate of Identity
- Social Insurance Number Card

Refugee Claimants

- Letter of acknowledgement of the claim issued by Citizenship and Immigration Canada (CIC).

Income and Asset Verification Section

1. Please read the definitions before completing the Income and Assets sections.
2. Please list all members of your household who will be living with you and indicate total annual household income of each member.
3. Each member of your household earning income and having personal assets must complete an individual Income and Asset Information Section (IAIS) depending on the source of income and the type of assets.
 - a. Each employed applicant/member of the household must complete Section 2-A below and attach the Employment Verification Form indicating the name of employer (s), address, the name of contact person, the date employment commenced, and hourly rate or salary.
 - b. Each applicant/member of the household with social assistance must complete Section 2-B below and attach a copy of the Drug Card and a copy of the Statement of Social Assistance (Ontario Works benefits and Ontario Disability Support Plan benefits);
 - c. Each self-employed applicant/member of the household must complete Section 2-C below and attach a copy of an Income Statement from an Accountant. If you just started your business, please provide a written statement of income and expenses for the month. After one year of operation you will be required to provide a copy of the Revenue Canada Notice of Assessment and/or photocopy of the working copy of the Income Tax Return;
 - d. Each adult/senior applicant/member of the household must complete Section 2-D below and provide copies of bank books indicating amounts of direct deposits or a copy of the actual pension cheque received. If you do not have a traditional bank book, a bank machine printout which verifies the amount of direct deposits may be accepted;

- f. Each applicant/member of the household with income-producing assets must complete Section 2-E below and attach the Verification of Assets Form indicating all bank accounts and their balance;
- g. Each applicant/member of the household with non-income producing assets must complete Section 2-F below and indicate the types of assets and values;
- h. If you own property, you must attach a "Standard Agreement to Sell Your Property",
- i. Each applicant/member of the household who is a full-time student must provide proof of full-time attendance at school.

Please note: All applicants may provide information of their income based on the most recent Income Tax Return Form or Income tax Assessment provided by Revenue Canada.

Declaration and Consent

- I declare that all information given in this application is correct and complete.
- The application and any supporting documents become the property of Kingston & Frontenac Housing Corporation.
- I agree to provide any supporting material as may be required.
- I understand that if accommodation is provided to me the unit will be occupied by me and the persons listed on this application.
- I understand I must report and changes to my documents with in thirty 30 Business days of those changes occurring
- Personal information collected by Kingston & Frontenac Housing Corporation, pursuant to the Housing Services Act, 2011, will be used to determine eligibility for housing applied for and to determine your housing rent subsidy.
- Pursuant to the Provincial/Municipal Freedom of Information and Protection of Privacy Act, I give my consent:
- To verify information given in this application and I authorize any person, corporation or any social agency having knowledge of any such required information to release the information to Kingston & Frontenac Housing Corporation;
- To verify any supporting documents as required for my application.
- To disclose the information given on this form to non-profit housing corporations, co-operatives, municipal department and agencies that assist in the provision of affordable housing and social agencies providing social assistance to me and persons listed in this application.

Personal information contained in this form or in attachments is collected by Kingston & Frontenac Housing Corporation pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.F31) or the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 C.m.56).

Questions about this collection should be directed to the Chief Executive Officer:
 Kingston & Frontenac Housing Corporation 119 Van Order Drive, Kingston Ontario K7M 1B9

The Application and consent must be signed by each member of the household who is 16 years of age or older, or authorized person on the member's behalf

Household Member

 Print full name
 Household Member

 Print full name
 Household Member

 Print full name
 Household Member

 Print full name

Household Member

 sign
 Household Member

 sign
 Household Member

 sign
 Household Member

 sign

Date _____ *year* _____

Income and Asset Information Section • (IAS):

This section must be completed by each member

HOUSEHOLD MEMBER # _____ *The Household Member # must match the Household Members # from Page2 Section 2*

1 Personal Information

Last Name:	First name:	Social Insurance Number
Home Phone Number:	Business Phone number:	Fax number:

2 Your Personal Current Income of All Sources:

Section	Source of Income	Type of Income	Date From	Date To	Gross Monthly Income \$
Section A	Employment Employment Verification Form Signed by your Employer <input type="checkbox"/>	Company Name/Employer			
Section B	Social Assistance Copies for Verification <input type="checkbox"/>	<input type="checkbox"/> Ontario Disability Support Payments <input type="checkbox"/> Ontario Works <input type="checkbox"/> Other			
Section C	Self-Employment Copies for Verification <input type="checkbox"/>	Type of Business			
Section D	Pensions and Allowances Copies for Verification <input type="checkbox"/>	<input type="checkbox"/> Old Age Security			
		<input type="checkbox"/> Guaranteed Annual Income Supplement			
		<input type="checkbox"/> Canada Pension Plan/ Quebec Pension			
		<input type="checkbox"/> Other Pension(s)			
Total ;					

3 Your Personal Assets.

Have you signed a "Standard Agreement to Sell your Property"? Yes NO

Section	Assets	Type of Assets	Value
Section E Copies for	Income Producing Assets Verification <input type="checkbox"/>	All Savings Accounts Balance	
		Other Accounts Balance	
Section F Copies for	Non-Income Producing Assets Verification <input type="checkbox"/>	<input type="checkbox"/> Life Insurance	
		<input type="checkbox"/> Real Estate	
		<input type="checkbox"/> Other	
Total ;			

For More *Income and Asset Information Pages*
 Open the "*Extra_Page_New_Household_Memeber.pdf*"
 found in the www.kfhc.ca Tenants Download Files section