

MARKET RENT HOUSING APPLICATION



What is Market Rent Housing?

Market Rent Housing is for individuals or families who have a moderate income and are looking for an affordable tenancy. This application is used by NPTBDC Indigenous Housing Program ("the Corporation") to manage buildings and our own internal waitlist for the Market Rent portfolio. These units are known as affordable housing, below-market, or low-end market (LEM) housing. Rents are lower than the average rents in the private market.

This application is for Market Rent housing units only and is not an application for subsidized or rent-geared-to-income (RGI) housing. Market rent is fixed and is not based on amount of income or total gross income source. Applicants who wish to apply for a subsidized unit, where rent is based on income, should complete a subsidized Housing Application Form.

Who is Eligible?

Any household where at least 1 household member is 16 years of age or older and able to live independently (which includes families of all types, single individuals, couples, seniors and related individuals sharing a dwelling) can apply for Market Rent housing units and if they:

- Identify as Indigenous,
- Provide verification of being an Indigenous person of Canada,
- Demonstrate ability to pay the market rent,
- Have the ability to provide positive landlord, personal, professional and/or character references.

The Corporation will complete additional checks to assess applicant household ability to uphold the obligations of a tenancy agreement, which includes, but not limited to:

- Requesting updated information on household members and income,
- Conducting reference checks and personal interviews, credit check and/or criminal records checks,
- Gathering information from public sources such as Court Services Online and police websites.

Applicants selected for a tenancy will be required to sign a tenancy agreement and may be subject to annual income and household composition reviews. Additional requirements, charges, policies and addendums may apply, such as designated parking and on-site laundry facility fees, smoke-free housing addendums, pet policy and pet deposit, damage deposit and tenant insurance.

How Do I Apply for Market Rent Housing?

- Check for available housing units by visiting our website at www.nptbdc.org.
- Complete and sign this Market Rent Housing Application form in full.
- Submit your Market Rent Housing Application with requested documentation to our office. Once your application is processed, you will receive a confirmation letter advising your application status.
- The Corporation will contact ONLY those applicants who are being considered for an available Market Rent unit and may request additional information.
- Once your application is accepted and approved, it will be kept on file for one year. It is your responsibility to contact the Corporation office to keep the application active.

SUBMIT YOUR APPLICATION:

In Person or by Mail: 201 – 106 Cumberland St. N., Thunder Bay, ON. P7A 4M2

Email: placement@nptbdc.org

If you have any questions, or need help with the Market Rent Housing Application Form, please call our office at 807-343-9401.



NPTBDC INDIGENOUS HOUSING APPLICATION FOR MARKET RENT ACCOMMODATION INSTRUCTIONS

APPLICATION FORM:

Your application form must be filled out **IN FULL** and signed by every member of your household who is 16 years of age and older. Use the back of the form if you need more space.

ASSESSMENT OF ABILITY TO PAY RENT, INCOME VERIFICATION: You must provide proof of current income source(s) for each household member listed on the application form who is 16 years of age and older and not attending school full time.

Current income documentation **must** include:

- a) A certified copy of your most recently completed income tax return summary ***and/or***
- b) 3-4 recent & consecutive employer pay stubs showing your gross income ***and/or***
- c) A recent cheque stub from social assistance listing all members under the benefits with a copy of your monthly amount provided ***and/or***
- d) 3 most recent & consecutive months banking statements for pensions or other sources of income ***and/or***
- e) Income verification from a certified accountant or a certified copy of your most recent income tax return including your T2125 if you are self-employed.

RENTAL HISTORY:

You must provide a detailed rental history for a minimum of 5 years including current contact information for former landlords. You must provide enough information so that the Corporation can contact the previous and/or current landlords to complete landlord reference checks.

CREDIT REFERENCES:

A credit history check is required for all applicants. NPTBDC Indigenous Housing Program may obtain a rental report from **Rent Check** and a credit check from **Equifax**.

PROOF OF ABORIGINAL ANCESTRY:

(as defined in the Indian Act of Canada):

- Provide copy of First Nation Status, Métis Citizenship, or Inuit Cards for all members of application (*front & back*)
- At least **half (50%)** of the application members must be of Aboriginal Ancestry
- If copy of a Status Card is not available, a confirmation letter from your Band or Indigenous Services Canada (*previously Aboriginal Affairs and Northern Development Canada*) will be accepted

PERSONAL IDENTIFICATION:

You must provide copies of 2 pieces of valid identification for each household member 16 years of age and older, such as:

- Canadian passport
- Driver's license issued by a province or territory, or the equivalent abroad
- Health card issued by a province or territory, or the equivalent abroad
- Non-driver's license issued by a province or territory, or the equivalent abroad
- ID card issued by the federal government, or a provincial or territorial government, or the equivalent abroad
- Employee identification issued by the federal government, or a provincial or territorial government, or the equivalent abroad

NOTE: You **cannot** use your social insurance number (SIN) card as ID.

WHERE TO APPLY:

Return your completed application along with all required documentation by email to placement@nptbdc.org, or by mail and in person at our office location of 201 – 106 Cumberland St. N.

For further information, call 807-343-9401.

If your application is not completed in full or documents are missing, it will be returned to you.

Please read these instructions carefully. Before submitting your application, make sure that you have included the above noted information.