

# Application Checklist

175 Big Bend Avenue  
 Powassan, ON, Canada P0H 1Z0

Last name:	First name:
<input type="checkbox"/> <b>1. Signed Application and Consent</b>	All household members must sign the application form. (Form provided).
<input type="checkbox"/> <b>2. Status in Canada</b>	Must provide proof of legal resident status for each household member (birth certificate, citizenship document, Native Status card, permanent resident card, record of landing, convention refugee documentation, and/or refugee claimant form).
<input type="checkbox"/> <b>3. Income Tax Assessment</b> <ul style="list-style-type: none"> <li>• NOA</li> </ul>	Copies of current <b>Notice of Assessment</b> from Canada Revenue Agency for each household member who will be living there.
<input type="checkbox"/> <b>4. Verification of Direct Deposits</b> <ul style="list-style-type: none"> <li>• Bank Form or 3-month bank statements</li> </ul>	Verification of direct deposits for each applicant and anyone who will be residing in the house. Forms are provided and need to be completed by each financial institution, which applicant(s) do business with. (Form provided).
<input type="checkbox"/> <b>5. Rental &amp; Employment History, References</b>	Applicant must provide rental and employment information, as well as provide 2 references (other than family)

***Last month's rent will be due upon lease signing. First month's rent will be due upon move in.  
 Only successful applicants will be contacted.***

Please go to [www.themeadowview.ca](http://www.themeadowview.ca) to view floor plans for each unit size, as you may be contacted to choose a unit.

# Residential Tenancy Application Form

**Please return completed applications and supporting documents to:**

District of Parry Sound Social Services Administration Board  
 1 Beechwood Dr.  
 Parry Sound, ON P2A 1J2  
 info@themeadowview.ca

Date and Time Stamp:

## Applicant's Information

Full Name:	Date of Birth:
Present Address:	Phone Number:
Social Insurance Number (SIN) (optional):	Email Address:

**Status in Canada (check one). Verification is also required.**

Canadian Citizen  Landed Immigrant  Refugee  Other

## Co-Applicant's (Spouse) Information

Full Name:	Date of Birth:
Present Address: <input type="checkbox"/> Same as above	Phone Number:
Social Insurance Number (SIN) (optional):	Email Address:

**Status in Canada (check one). Verification is also required.**

Canadian Citizen  Landed Immigrant  Refugee  Other

## Rental History - Previous Addresses in the last 5 years (Landlords may be contacted)

Street Number & Name	City & Province	Postal Code	Landlord's Name/Phone #

**Current Employment (if applicable)**

Applicants Name	Name of Employer	Phone Number	Length of Employment	Full/Part Time Hours	Monthly Income

**Previous Employment in the last 2 years, if different than above**

Applicants Name	Name of Employer	Phone Number	Length of Employment	Full/Part Time Hours	Monthly Income

**Credit Investigation (OAS, CPP, ODSP, OW, etc.)**

Applicant Name	Income Source	Monthly Amount

\* The District of Parry Sound Social Services Administration Board will be reviewing eligibility on behalf of NOAH

**References (Other than family members)**

Name	Address	Relationship	Contact number/Email address

**Emergency Contact**

Name	Address	Relationship	Contact Number/Email Address

Do You Own Pets? Yes  No  If Yes, describe type, # of pets, size etc.:

Preferred Unit Size: Studio  1 Bedroom  2 Bedroom

Do you Require an Accessible Unit? Yes  No  Do You Require Parking? Yes  No

\*The District of Parry Sound Social Services Administration Board will be reviewing eligibility on behalf of NOAH\*

# Collection, Use, and Disclosure of Personal Information

Please have all household members this consent and declaration

## 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 number, income, assets household composition, residency status, rent payment records, etc.
- Opinions, evaluations, comments, social status, or disciplinary actions.
- Employee files, credit records, loan records, medical records, existence of a dispute between a landlord and tenant, intentions (for example: to acquire goods or services or change jobs).

## Collection and Use of your Personal Information

The District of Parry Sound Social Services Administration Board (PSDSSAB) will collect, retain, use, and may disclose the personal information provided by you in this form and its attachments for the following purposes:

- Considering your application for eligibility or tenancy.
- Verifying the information that you have provided in your application for tenancy and its attachments.
- To obtain information about you through a tenancy and/or credit reports conducted by Yardi Resident Screening.
- Plan, administer, and manage our operations.
- Comply with legal and regulatory requirements.
- For use of the auditor to verify compliance.
- For the purpose of contacting the necessary services or your next of kin in case of an emergency.
- Fulfill other purposes permitted or required by law.

## Disclosure of Your Personal Information

The PSDSSAB will disclose the personal information provided by you in this form to the following parties for the purposes described above:

- To any 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 *Child Care and Early Years Act, 2014*, or any other government department responsible for social housing programs under the *Housing Services Act, 2011*.
- To the Government of Canada, a department, ministry, or agency of it, without further notice to you in the information is necessary to the purpose of administering or enforcing the *Income Tax Act (Canada)*, *Canada Pension Plan Act*, *Old Age Security Act* or *Immigration and Refugee Protection Act*.
- To any agent on behalf of the PSDSSAB for the purpose of complying with the *Housing Services Act, 2011*.
- To credit bureaus and other businesses that provide credit or rental history information about you.

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## CONSENT AND DECLARATION

I/We, the undersigned, allow the following consents and declarations knowing they will be relied upon by the District of Parry Sound Social Services Administration Board (PSDSSAB), Housing Services department, to assess my/our initial eligibility for a market unit at The Meadow View.

- I. I have read over the "Collection, Use and Disclosure of Personal Information", on the previous page and fully understand them.
- II. The information I put on this form as applicants and the gross household income is accurate and complete. No household income has been concealed or omitted from this form.
- III. I authorize the PSDSSAB 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 the PSDSSAB.
- IV. I am responsible to provide any supporting documents required to complete this application. This form and all supporting documents provided become the property of the PSDSSAB.
- V. I understand that failure to supply the PSDSSAB with accurate and complete information on this form may jeopardize my eligibility for housing.
- VI. I authorize and agree that the PSDSSAB may collect, use, and disclose the personal information that I have provided on this form. I understand and acknowledge that the PSDSSAB will also collect, use, and disclose my personal information required or permitted by law.
- VII. Signatures of all household members are included below\*.

**\*Signatures are required from all members of the household:**

1. _____	_____	_____
PRINT Applicant Name	Applicant Signature	Date
2. _____	_____	_____
PRINT Applicant Name	Applicant Signature	Date

Personal Information discussed or exchanged under the use of this Consent by the District of Parry Sound Social Services Administration Board (DSSAB) will be used for purpose of determining and verifying initial and ongoing eligibility for DSSAB Programs. Questions or concerns about the collection, use or disclosure of personal information should be directed to the Human Resource Manager at the District of Parry Sound Social Services Administration Board, 1 Beechwood Dr., Parry Sound, ON, P2A 1J2 or by telephone at 705-746-7777

Notice with Respect to the Collection of Personal Information  
(Freedom of Information and Protection of Privacy Act)  
(Municipal Freedom of Information and Protection of Privacy Act)  
(Housing Services Act, 2011)

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