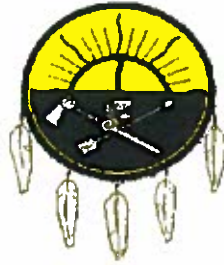


SERPENT RIVER FIRST NATION

195 Village Road
Cutler, Ontario
P0P 1B0



Telephone:
(705) 844 2418
Facsimile:
(705) 844 2757

SERPENT RIVER FIRST NATION HOUSING UNIT

HOUSING RENTAL APPLICATION

Date of Application	
Name of Applicant	
Number of bedrooms needed	
Date Application submitted	

Who is eligible to receive housing?

- Applicants must be 18 years or older and a member of Serpent River First Nation (SRFN).
- Applicants must provide verification of household income in order to confirm their ability to afford the monthly rental payments, other associated costs or charges and their personal obligations or commitments.
- Applicants must sign a declaration/financial disclosure form (*which is part of this application*) to certify they completely understand the content contained in this Housing Rental Application.

Who is not eligible?

- An applicant that cannot afford the cost of all the housing charges and personal obligated expenditures.
- Any applicant with rental arrears and/or outstanding accounts with Serpent River First Nation until the outstanding accounts are paid in full; also this does not apply to those applicants that are honouring their repayment agreement for a minimum of six consecutive months prior to this application also maintaining their commitment when offered the Conditional Housing Offer.
- Applicants that have a history of poor tenancy (cited for rental agreement violations where notice to correct or vacate was issued) except where the applicant has documentation from the landlord that confirms compliance with a lease agreement for a consecutive 2 year period.
- Applicant submits an application that is incomplete.
- Applicant has not updated their application within the 6 month requirement.

How will you be notified about the status of your application?

Within 30 days of receiving your application, the housing department will:

- Review the application to confirm that it is complete.
- After verifying information in the application as being incomplete, Housing will attempt to conduct an in-person or by phone interview with the applicant(s).
- Notify the applicant, they have a rental arrears and/or outstanding account with SRFN and request and advise (as soon as possible) to arrange to initiate Repayment Agreement, which also must be adhered to.
- Will provide written notification to the applicant to confirm eligibility. If the application is ineligible, the housing department will confirm the reason(s) for ineligibility.

Note: If there is no notification after the set time frame it is your responsibility to contact Housing.

Need assistance: If you require assistance completing this application form, contact the Housing Unit at 705-844-2418.

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL AND USED FOR THE PURPOSE DESCRIBED HEREIN.

Rental Application - SRFN Rental Unit

The information requested in this application is based on the housing policy approved by Serpent River First Nation (_____). The purpose of the application is to collect information which will confirm whether the applicant(s) are eligible to receive housing assistance, and the priority of their request for housing assistance.

Completing the application

The following steps must be completed before an application is considered for a Serpent River First Nation Housing Unit Rental Unit.

These five steps must be done:

1. The application must be completed in ink and printed clearly.
2. Applications must be filled out completely in order for filing and inputting into data system. Incomplete applications will be returned to the applicant.
3. All of the information provided on the application must be true. A false statement in the application may result in the denial of a unit or an eviction from a unit in the event that an application is successful and the false statement was relied upon when the unit was awarded.
4. If you or your family members have conditions that require special attention, a *medical report/referral letter* from your doctor or counselor is required.
5. *Submit two landlord references.* The references must be from the two most recent landlords.
6. Should you have not rented before, two character references are required (not immediate family).

When all of the above items are completed: 1. Have the application stamped as received by front desk receptionist and then dropped off at the Housing Unit office. Mail the application to address noted on front of application.

When received by the Housing Unit: 1. *The Housing staff will review the application to determine whether or not it is complete or incomplete.*

A Completed Application:

1. *If the application is deemed complete, Housing will file the application on the date received and also register it on the Housing Waiting List.*

An Incomplete Application:

1. *In the event the application is deemed incomplete, the Housing staff will contact the applicant to inform that the application is incomplete. Incomplete applications will not be registered on the Housing Waiting List.*

Application 6 Months Renewal

1. As specified in the Serpent River First Nation's Housing Policy it is the sole *responsibility of the applicant to maintain and update their Housing Application every 6 months to keep it active* (reason for this, to reflect and record any change(s) with the dynamics of this applicant's profile).
2. *If the application has not been updated, within the 6 month timeframe, the applicant will be deemed no longer interested with SRFN's Rental Housing and the application will be withdrawn / destroyed.*

3. After the application has been destroyed and removed from the Housing waiting list, however *the applicant is still interested in SRFN Rental Housing* a new application must be completed. Furthermore the application will not be backdated.

Rental Application - SRFN Rental Unit

Date of Application: _____

1. Applicant Information

Please list the names of all of the individuals who will be living in the home. The first name on the list should be the primary occupant (head of the household). Under 'Relationship to Primary Occupant' this could be spouse/partner, children/dependents (son, daughter), and other family member such as aunt, grandparent or someone not related to the primary occupant.

Name (First and Last Name)	Date of Birth	Male or Female	Relationship to Primary Occupant	Serpent River membership #
1. Primary Occupant:				
2. Secondary Occupant:				
3.				
4.				
5.				
6.				

2. What is your current address?

Street No. & Name/Box Number/R.R. #:		
First Nation/City/Municipality:	Province:	Postal Code:

Rental Application -SRFN Rental Unit What is your mailing address (if different from #2):

Street No. & Name/Box Number/R.R. #:		
First Nation/City/Municipality:	Province:	Postal Code:

3. Contact information

Primary Occupant	Home phone #	Work phone #	Cell phone #
Secondary Occupant			
E-mail Address			

--	--

4. **Name of Person to Contact in Your Absence for messages**

Name: _____	Home phone #	Work phone #	Cell phone #
Relationship: _____ (i.e. friend, relative)			

5. **Employment History**

Name of present employer/source of income:	
Employment Address:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Occupation:
Other Income:	
<i>Note: *Applicant must provide copy of most recent T4 & current pay stub.*</i>	

6. **Information on your current and previous accommodation**

Do you rent or own your current home (please check one)?		Rent <input type="checkbox"/>		
		Own <input type="checkbox"/>		
At your current home, what is the current monthly rent that you pay?		\$		
<i>Please provide information on your current and last residence</i>				
	From Date	To Date	Name of Landlord (if applicable)	Phone number for landlord
Current address				
Previous address				

7. **Current Living Conditions:**

- a. The current dwelling poses a health and/ or safety risk to the occupants (must be supported by documentation such as inspection report or someone with authority)
 Provided detail:

b. What is considered an overcrowded situation by the National Occupancy Standards (NOS):

1. National Occupancy Standards' guidelines;

a. Suitable housing:

- i. Suitable housing has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements. Enough bedrooms based on NOS requirements means one bedroom for:
- ii. each cohabiting adult couple;
- iii. unattached household member 18 years of age and over;
- iv. same-sex pair of children under age 18;
- v. and additional boy or girl in the family, unless there are two opposite sex children under 5 years of age, in which case they are expected to share a bedroom.

vi. A household of one individual can occupy a bachelor unit (i.e. a unit with no bedroom).

c. The current household is overcrowded; please provide details with supporting documents by authoritative agent and using NOS's guidelines above.

d. Presently are you residing in temporary type housing situation? If yes provide details and how long:

e. Yes No

8. Number of household member(s) who require disabled access or special modifications, please elaborate and justify by proper documentation:

9. Does the Applicant have a history of poor tenancy (*cited for rental agreement violations where notice to correct or vacate was issued*) except where the applicant has documentation from the landlord that confirms compliance with a lease agreement for a 2 year consecutive period.

10. Applicant has a good credit rating with the band:

a. Yes No: if no what is the amount owing \$_____.

b. Applicant has signed an Arrears Recover Agreement:

c. N/A Yes No If Yes: Date _____.

11. Applicant has confirmation from Niigaaniin or Ontario Works for Shelter component:

a. N/A Yes No

12. What type of Housing are you and your family requiring? The house must meet National Occupancy Standards.

a. 1 bedroom 2 bedrooms 3 Bedrooms 4 Bedrooms

TO DETERMINE RENTAL AFFORDABILITY FORM

To assist you in determining monthly rental affordability, a check list is provided in the next page for your convenience to complete your Household Monthly Affordability table – Revenue / Expenditure Statement.

- a. Housing program type "Rent-Geared-to-Income (RGI):
- i. In the event the rental was built pre 1997 it is a Geared-to-Income rental unit, Serpent River First Nation Housing Unit will assist in completing the rental cost (i.e. call 705 844-2418 ask for Larry Assinewe / Housing Administrator and also have your income statements available).
- b. Housing program type "Set Rental Units (SET)":
- i. 1 bedroom \$285.00 / MTh. 2 bedrooms \$335.00 / MTh
 - ii. 3 Bedrooms \$385.00 / MTh. 4 Bedrooms \$435.00 / MTh.
- c. Check off the **Reliance Home Hot Water** rental cost (2012):
- i. 40gal \$11.89 /month
- d. **Annual User Fee** is set at \$175 per year (Chief and Council may make changes) , which will be prorated for the remainder of the first year and from then on it must be paid in full on the first of April.
- i. The One Hundred and Seventy Five Dollar (\$175.00) User Fee pays for SRFNs' water and garbage fees.
- e. Check off **Hydro One the 2012 estimated cost** for number of bedrooms (this cost is just an average and it all depends on the occupants ability to conserve energy and heating fuel)
- i. 1 Bedroom - \$55.00 / MTh 2 Bedrooms - \$65.00 / MTh. 3 Bedrooms - \$75.00 / MTh.
- f. Check off estimated 2012 winter **Heating cost** for number of bedrooms (this cost is just an average and it all depends on the occupants ability to conserve energy and heating cost).
- i. 1 Bedrooms - \$1,000 / Yr. 2 Bedrooms - \$1,100.00 / Yr. 3 Bedrooms - \$1,200 .00/Yr.
- g. Check off your type of income:
- | | |
|---|---|
| <input type="checkbox"/> Full Time Employed | <input type="checkbox"/> Part Time Employed |
| <input type="checkbox"/> EI Benefits | <input type="checkbox"/> Self-employed |
| <input type="checkbox"/> Niigaaniin | <input type="checkbox"/> Ontario Disability Support Program |

(Verification of Annual income must be included with this offer e.g. pay stub and/or T4 Slips)

- h. You are currently (2012) a Niigaaniin client, Check off the appropriate boxes that represent the number of occupants in your household, as this will determine the Maximum Monthly Shelter Allowance:

- | | | |
|---|--|------------------------------|
| <input type="checkbox"/> One \$372.00 | <input type="checkbox"/> Two \$584.00 | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Three \$634.00 | <input type="checkbox"/> Four \$688.00 | |
| <input type="checkbox"/> Five \$742.00 | <input type="checkbox"/> Six+ \$769.00 | |

- i. If you are currently (2012) on **Ontario Disability Support Program**, Check off the appropriate boxes that represent the number of occupants in your household, as this will determine the Maximum Monthly Shelter Allowance:

- | | | |
|---|--|------------------------------|
| <input type="checkbox"/> One \$474.00 | <input type="checkbox"/> Two \$745.00 | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Three \$807.00 | <input type="checkbox"/> Four \$877.00 | |
| <input type="checkbox"/> Five \$946.00 | <input type="checkbox"/> Six+ \$980.00 | |

Rental Application - SRFN Rental Unit

Household Monthly Affordability Revenue / Expenditures Statement	
Revenues:	
Income 1 (Take Home Pay)	
Income 2 (Take Home Pay)	
Shelter Benefit	
Other Income	
Total of Revenue	
Expenses:	
Rent	
SRFN Repayment Agreement	
Food	
Heat	
Hydro	
Hot Water Tank Rental	
User Fees	
Telephone	
Clothing	
Personal Care	
Medical / Health Care	
Insurance for Personal Belongings	
Car Loan	
Car Insurance	
Gas	
Gifts	
Credit Card minimum 3%	
Loan Payment # 1	
Loan Payment # 2	
Life Insurance	
Pet Supplies	
Cable / Satellite Television	
Internet	
Entertainment	
Miscellaneous	
Support Payments(family/Alimony)	
Garnishee Payments	
Total Expense	
Diff. Between Revenues – Expenses	

13. Two Reference Letters from either:
- a. Two landlord references are submitted (the references must be from the two most recent landlords).
 - i. Yes No N/A
 - b. Have not rented before, two character references letters are submitted (not immediate family).
 - i. Yes No N/A
14. Have you or anyone in your household applied previously for Serpent River First Nation housing assistance? If yes, when was your application submitted?
- a. Yes No If Yes when: _____

15. Declaration/Financial Disclosure
a. I/we understand that Serpent River First Nation Housing Unit is a non-profit organization that receives financial assistance from the Government of Canada (CMHC) as subsidy and the rent generated from rental housing to pay for the cost of operation and the mortgage, furthermore this revenue is crucial in providing affordable housing to low and moderate income families of the Serpent River First Nation;
b. I/we understand that the SRFN is exempt from provincial legislation regulating leasing and eviction procedures. The legislative authority for SRFN's Housing is Chief and Council's by-laws, Band Council Resolutions and the approved Housing Policy that outlines the procedures and guidelines in the operation of Housing. Moreover, I/we understand, will undertake and will abide with current policies or when Chief and Council may from time to time amend these documents for better governance;
c. The undersigned consents to SRFN Housing agencies obtaining credit information from SRFN's Finance Department as may be required at any time in connection with this application. Furthermore to the disclosure of any credit information concerning the undersigned to the associated SRFN Departments for verification.
d. The undersigned consents to SRFN agencies to obtaining income information from their respective employers as may be required at any time in connection with this application and to be disclosure to SRFN's Housing Unit.
e. I/we understand if my application is accepted and the information provided is proved to be false, I/we understand that my application will be denied and/or immediate eviction will result.

Primary occupant (please print)	
Signed	Date:

Secondary occupant (please print)	
Signed	Date:

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL AND USED FOR THE PURPOSE DESCRIBED HEREIN.

For Housing Unit use only

Check off appropriate box and print name where required

<p>1. Date Received: _____ Via: Person <input type="checkbox"/> mail <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>2. Acknowledge letter of receiving application and will be reviewed: Date: _____ by: _____</p>	<p>3. Review of application for completion? Date Reviewed: _____ Reviewer: _____ Complete: <input type="checkbox"/> Incomplete: <input type="checkbox"/></p>
<p>4. Reason for incomplete _____ _____ _____ _____ _____</p>	<p>5 For incomplete application, contacted applicant by: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/> Date: _____ Notes: _____ Contacted person: _____ Reviewed by: _____</p>	<p>6. . Application eligible or ineligible? Yes: <input type="checkbox"/> No: <input type="checkbox"/> details _____ _____ _____</p>
<p>7. Confirmation letter for eligibility or ineligibility sent Date: _____ by: _____</p>	<p>8. Filed accordingly as eligible or Ineligible: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Date: _____ Inputted into the Housing Waiting list: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Date: _____</p>	<p>9. Date of Conditional Housing Offer : _____ by: _____ Accepted <input type="checkbox"/> Declined <input type="checkbox"/></p>
<p>Authorized by Print: _____ Authorized by Signature: _____ Dated: _____</p>		
<p>Update # 1 Date: _____ Via: By: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>Any Changes to application? Provide details: _____ _____ _____</p>	<p>Received by: _____ _____</p>
<p>Update # 2 Date: _____ Via: By: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>Any Changes to application? Provide details: _____ _____ _____</p>	<p>Received by: _____ _____</p>
<p>Update # 3 Date: _____ Via: By: Person <input type="checkbox"/> mail <input type="checkbox"/> Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>Any Changes to application? Provide details: _____ _____ _____</p>	<p>Received by: _____ _____</p>

