

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ONTARIO P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757
Website: www.serpentriverfn.com

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 of age or older and be 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 to receive Housing?

- 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 are ineligible until the outstanding accounts are paid in full; however, this does not apply to those applicants that are honouring their repayment agreement for a minimum of six (6) consecutive months prior to this application while 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 two (2) year period.
- Applicant submits an application that is incomplete.
- Applicant has not updated their application within the six (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 arrear(s) and/or outstanding account with SRFN and request and advise them, (as soon as possible,) to arrange to initiate a 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.

Serpent River First Nation Housing Rental Unit Application

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 Housing - Rental Application

The following steps must be completed before an application is considered for a Serpent River First Nation Housing 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 counsellor is required.
5. Submit two landlord references. The references must be from the two most recent landlords. Should you not have rented before, two character references are required (not immediate family.)

When all of the above Steps are Completed:

Have the application stamped as received by the front desk receptionist Or Mail in completed application to Housing Department as noted on page one. It is logged to incoming mail and then dropped off at Housing Unit Office.

When the Application is Received by the Housing Unit:

The Housing staff will review the application to determine whether or not it is complete or incomplete.

A Completed Application:

If the application is deemed complete, Housing will file the application on the date received and register it on the Housing Rental Waiting list.

An Incomplete Application:

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 Rental 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 Rental Application every six (6) months to keep it active. Updates are required 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 six (6) month timeframe, the applicant will be deemed no longer interested with SRFN's Housing Rental 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.



Serpent River First Nation Housing Rental Unit Application

Serpent River First Nation Housing – Rental Unit Application

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” could be the spouse/partner, children/dependents (son/daughter), and other family member such as aunt, uncle, grandparent or someone not related to the primary occupant.

NAME (First Name and Last Name)	Date of Birth (Year/mmm/dd)	Male or Female	Relationship to Primary Occupant	Serpent River First Nation Membership #
1. Primary Occupant:				
2. Secondary Occupant:				
3.				
4.				
5.				
6.				

2. What is your current Address?

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

What is your Mailing Address? (If different from above listed address #2)

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

3. Contact Information:

Tenant	Home Phone #	Work Phone #	Cell Phone #	e-mail address
Primary Occupant:				
Secondary Occupant				

4. Name of Person to Contact in your Absence for messages:

Contact Person Name /Relationship	Home Phone #	Work Phone #	Cell Phone #	e-mail address
Name: Relationship: (I,e. Friend, Relative)				

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5. Employment History

Name of present employer/ source of Income:	
Employment Address:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Note: The applicant must provide copy of most recent T4 and Current Pay Stub
Occupation:	
Other Income	

6. Information on your current and previous accommodations

Do you rent or own your current home?	(check one) Yes: No:			
At your current home, what is the current monthly rent you pay?	\$			
Please provide information on your current residence and last residence				
Location	From Date	To Date	Name of Landlord	Phone #:
Current Address				
Previous Address				

7. Current Living Conditions:

- a) If the current dwelling poses a health and/or safety risk to the occupants it must be supported by documentation such as inspection report or someone with authority. Provide details below.

b) Overcrowding: The National Occupancy Standards (NOS) provide guidelines

a) Suitable housing

Suitable housing has enough bedrooms for the size and make-up of resident households, according to NOS requirements. Enough bedrooms based on NOS requirements means one (1) bedroom for:

- i. Each cohabiting adult couple;
- ii. Unattached household member 18 years of age or older;
- iii. Same-sex pair of children under 18 years of age;
- iv. And additional child, (boy or girl) in the family, unless there are two opposite sex children under five (5) years of age, in which case they are expected to share a bedroom
- v. A household of one individual can occupy a bachelor unit (ie. A unit that has no bedroom).

c) Overcrowding

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

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d) Temporary Type Housing

Are you presently residing in a temporary type housing situation? (check one) Yes: No:
If you answered yes, please <u>provide details</u> and <u>how long</u> .

8. **Special Needs:** Number of household member(s) who require disabled access or special modifications. Please elaborate and justify by proper documentation.

9) **Poor Tenancy:** 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 two (2) year consecutive period.

10) Applicant has a good credit rating with the Band:
a) Yes: No: N/A: , if checked NO, what is the amount owing? \$ _____

Has Applicant signed an Arrears Recovery Agreement?

b) Yes: No: N/A: , if checked YES, provide date \$ _____

11) Applicant has confirmation from **Niigaaniin** or **Ontario Works** for Shelter Component:

Yes: No: N/A:

12) What type of Housing does the applicant family require based on the NOC - National Occupancy Standards, (as described in item 7.b)

1 bedroom 2 bedrooms 3 bedrooms 4 bedrooms

Serpent River First Nation Housing Rental Unit Application

TO DETERMINE RENTAL AFFORDABILITY FORM

Updated July 2020

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

1. Housing program type: Rent-Geared-to-Income (RGI):

In the event the rental unit was built pre 1997, it is a RGI – Rent-Geared-to-Income rental unit. Call the Serpent River First Nation Housing Unit Housing Administration to make an appointment to assist in completing the rental cost. Please have your income statements available.

2. Housing program type: Set Rental Units (SET):

- | | |
|--|--|
| <input type="checkbox"/> 1 bedroom \$285.00 /month set | <input type="checkbox"/> 2 bedrooms \$335.00 /month set |
| <input type="checkbox"/> 3 bedrooms \$385.00 /month set | <input type="checkbox"/> 4 bedrooms \$435.00 /month set |

3. Check off the Reliance Home Hot Water Rental cost, set by Reliance Home Comfort:

- 40 gallon **\$12.49** /month

4. Annual User Fees are set as an annual fee, and may change by Chief and Council:

The Annual Fee is prorated for the remainder of the first year based on the when you move into house, and then it must be paid in full annually by the first of April. User fees go to SRFN's water and garbage service.

- User Fees **\$175.00** /year, due April 1st

5. Check off Hydro One, the estimated cost for the number of bedrooms. This estimate is the average and is dependent on the occupant's ability to conserve energy and electrical use. (12.8¢kWh until October 31, 2020 based on 750kWh per month (800kWh; 850kWh; 900kWh), minus delivery charge, minus Ontario electrical rebate)

- | | |
|---|---|
| <input type="checkbox"/> 1 bedroom \$96.75 Hydro/mont
h | <input type="checkbox"/> 2 bedrooms \$103.20 Hydro/month |
| <input type="checkbox"/> 3 bedrooms \$109.65 Hydro/mont
h | <input type="checkbox"/> 4 bedrooms \$116.10 Hydro/month |

6. Check off Heating Cost, the estimated winter cost, based on number of bedrooms. This estimate is the average and is dependent on the occupant's ability to conserve energy and heating fuel use. Propane

- | | |
|---|---|
| <input type="checkbox"/> 1 bedroom \$000.00 Heating/month | <input type="checkbox"/> 2 bedrooms \$000.00 Heating/month |
| <input type="checkbox"/> 3 bedrooms \$000.00 Heating/month | <input type="checkbox"/> 4 bedrooms \$268.00 Heating/month |

7. Check off TYPE of INCOME

- | | | | |
|---|---|---|------------------------------|
| <input type="checkbox"/> Full-Time Employed | <input type="checkbox"/> Part-Time Employed | <input type="checkbox"/> EI Benefits | <input type="checkbox"/> N/A |
| <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, i.e., pay stub and/or T4 Slip)

8. Current Niigaaniin Client please check off the box representing the number of occupants in your unit as it will help determine the maximum Monthly Shelter Allowance:

- | | | | |
|--|---|--|------------------------------|
| <input type="checkbox"/> 1 (one) \$390.00 | <input type="checkbox"/> 2 (two) \$642.00 | <input type="checkbox"/> 3 (three) \$697.00 | <input type="checkbox"/> N/A |
| <input type="checkbox"/> 4(four) \$756.00 | <input type="checkbox"/> 5 (five) \$815.00 | <input type="checkbox"/> 6+ (six plus) \$844.00 | |

9. Current Ontario Disability Support Program Client, please check off the number of occupants in your unit as it will help determine the maximum Monthly Shelter Allowance.

- | | | | |
|--|--|--|------------------------------|
| <input type="checkbox"/> 1 (one) \$497.00 | <input type="checkbox"/> 2 (two) \$781.00 | <input type="checkbox"/> 3 (three) \$846.00 | <input type="checkbox"/> N/A |
|--|--|--|------------------------------|

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4(four) **\$918.00**
 5 (five) **\$991.00**
 6+ (six plus) **\$1,026.00**

Household Monthly Affordability Revenue / Expenditure Statement	
Revenues:	
Income 1 (Take Home Pay)	
Income 2 (Take Home Pay)	
Shelter Benefit	
Other Income:	
Total 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)	
Garnishment Payments	
Total Expenses	
Difference between Revenues - Expenses	

Serpent River First Nation Housing Rental Unit Application

Reference Letters Requirement

1. Has Applicant **submitted 2 reference Letters** from either of the two listed below:
 - a) Two Landlord References - references must be from two of the most recent landlords
 Yes: No: N/A:
 - c) Two Character References- if the applicant has not rented before, two character reference letters must not be from immediate family.
 Yes: No: N/A:

2. Has Applicant or anyone else in their household applied previously for Serpent River First Nation housing assistance?
 Yes: No: N/A: , if checked YES, provide date _____

Applicant Declaration

<u>Applicants Declaration / Financial Disclosure</u>	
a.	I/we understand that Serpent River First Nation Unit is a non-profit organization that receives financial assistance from the Government of Canada (CHMC) as subsidy and the rent generated from the rental housing is used 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 I 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 require at any time in connection with this application and to be disclosure to SRFN's Housing unit;
e.	I/we understand if m 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:	

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Serpent River First Nation Housing Rental Unit Application

FOR HOUSING UNIT ONLY

Check off appropriate box and print name where required

<p>1. Date Application is Received</p> <p>Date: _____</p> <p><i>via</i></p> <p>Person <input type="checkbox"/> Mail <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>2. Date Sent letter acknowledging Receipt of application.</p> <p>Date: _____</p> <p>By: _____</p>	<p>3. Review Application for completeness.</p> <p>Review Date: _____</p> <p>Reviewer: _____</p> <p>Complete: <input type="checkbox"/> Incomplete: <input type="checkbox"/></p>
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<p>4. Reason for incomplete:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>5. For incomplete application, contact applicant by:</p> <p>Person <input type="checkbox"/> Mail <input type="checkbox"/></p> <p>Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p> <p>Date: _____</p> <p>Contact: _____</p> <p>Notes: _____</p> <p>Reviewer: _____</p>	<p>6. Application is eligible or ineligible</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Detail: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>7. Confirmation letter for eligibility or ineligibility sent:</p> <p>Date: _____</p> <p>Sent by: _____</p>	<p>8. Filed accordingly as eligible or ineligible:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date: _____</p> <p>Inputted into the housing Waiting list:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date: _____</p>	<p>9. Date of Conditional Offer:</p> <p>Date: _____</p> <p>Sent by: _____</p> <p>Accepted: <input type="checkbox"/></p> <p>Declined: <input type="checkbox"/></p>
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<p>Authorized by Print: _____</p> <p>Date: _____</p>	<p>Authorized by Signature: _____</p>
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<p>Update # 1</p> <p>Date: _____</p> <p><i>Via:</i></p> <p>Person <input type="checkbox"/> Mail <input type="checkbox"/></p> <p>Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>Any Changes to Application?</p> <p>Provide Details: _____</p> <p>_____</p> <p>_____</p>	<p>Received by:</p> <p>_____</p>
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<p>Update # 2</p> <p>Date: _____</p> <p><i>Via:</i></p> <p>Person <input type="checkbox"/> Mail <input type="checkbox"/></p> <p>Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>Any Changes to Application?</p> <p>Provide Details: _____</p> <p>_____</p> <p>_____</p>	<p>Received by:</p> <p>_____</p>
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<p>Update # 3</p> <p>Date: _____</p> <p><i>Via:</i></p> <p>Person <input type="checkbox"/> Mail <input type="checkbox"/></p> <p>Phone <input type="checkbox"/> e-mail <input type="checkbox"/></p>	<p>Any Changes to Application?</p> <p>Provide Details: _____</p> <p>_____</p> <p>_____</p>	<p>Received by:</p> <p>_____</p>
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Serpent River First Nation Housing Rental Unit Application