



Attainable Rental Housing ELIGIBILITY QUESTIONNAIRE

The Eligibility Questionnaire is the first step to apply for the Attainable Rental Housing at Napier Street.

The questionnaire is used to prescreen for eligibility only. Applicants who meet prescreening requirements will be referred to the property management company for a viewing.

Please complete the form to the best of your ability and knowledge and submit it to us via the secure SHARE FILE link. Questions, comments, or notes about your application can be included at the end of the form.

Do not submit any supporting documents with the form. You will be asked to submit a full rental application form and provide supporting documents as proof of eligibility only if you choose to continue with your application after viewing the property.

Privacy Statement

The personal information requested on this form is collected under the authority of the Residential Tenancies Act, 2006, S.O. 2006, c. 17; and s. 28(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The information will be used for the purpose of screening for eligibility for Attainable Rental Housing and for general administrative purposes. If you have any questions about the collection of this information, please contact 519-599-3131 ext.314.

A. CONTACT INFORMATION

The questionnaire is to be completed by one member of the household designated as the primary applicant. The primary applicant must be an adult who meets the employment criteria.

Name: _____

Email: _____

Phone: _____

Are you in a fixed-term lease? ___ No ___ Yes (If yes, until what date _____)

What is your expected move-in date? _____

B. HOUSEHOLD INFORMATION

A 3-bedroom property requires a minimum of 3 occupants. Each adult must have their own bedroom, except for spouses/partners, and there can be no more than 2 persons per bedroom. All occupants must have legal status in Canada as a Citizen, Permanent Resident, Protected Person, or have a work visa. For each adult, two (2) pieces of ID – one with photo and one confirming legal status in Canada – will be required and a birth certificate for each dependent child.

List all occupants by relationship to you as primary applicant. Examples are spouse, partner, child, sibling, parent, or roommate. Names are not required at this time. Please indicate if they are a minor (less than 18 years of age) and note their legal status in Canada.

Occupant	Relationship to Applicant	Minor	Legal Status
1	Self		
2			
3			
4			
5			
6			

C. EMPLOYMENT INFORMATION

The primary applicant and any occupant who is not a spouse/partner or dependent must meet one of the following qualifying employment categories:

Employee: An employee working an average of at least 30 hrs/week over the year for one or more employers in the Town of The Blue Mountains. Employees will be required to provide three (3) most recent pay slips or a signed offer of employment if they have accepted a job offer but do not have 3 pay slips.

Self-employed: A self-employed person operating a business, except a home occupation, in the Town of The Blue Mountains, and whose presence at the place of business is necessary for the day-to-day operations. Self-employed persons will be required to provide proof of business ownership, a letter of business hours, and current and previous year financial statements.

Retiree: A retiree who worked an average of at least 30 hrs/week for at least 3 of the last 5 years as an employee in the Town of the Blue Mountains. Retirees will be required to provide verification of retirement benefit and proof of 3 years of T4 statements or Record of Employment (ROE) from an employer in the Town of The Blue Mountains.

Please provide employment information for the primary applicant and any other adult occupant who is not a spouse or dependent of the primary applicant. Check the box and complete the information for the applicable qualifying category .

	PRIMARY APPLICANT	OTHER ADULT
EMPLOYEE		
Employer		
Address		
Position		
Avg weekly hrs		
Start date		
SELF-EMPLOYED		
Business Name		
Business Location		
Hours of Operation		
RETIRED		
Employer 1		
Employment dates		
Employer 2		
Employment dates		
Employer 3		
Employment dates		

D. INCOME & ASSET INFORMATION

Gross household income must be between \$40,000 and \$100,000. Gross household income includes income before taxes from all sources for each household member 18 years of age or older.

Net household assets cannot exceed \$100,000. Net assets include cash, bonds, GICs, stocks, mutual funds, term deposits, Tax Free Savings Accounts (TFSA), real estate equity in Canada or internationally, and business equity in private incorporated companies for each household

member 18 years of age or older. Primary vehicle(s), RRSPs, RESPs, RDSPs, and pension plans are excluded from net asset valuation.

All adult occupants will be required to provide a 2020 Tax Notice of Assessment. Bank, investment, and loan account balances, and other documents may be required depending on nature of income and assets.

Estimated gross annual household income: \$ _____

Estimated net household assets: \$ _____

Please provide monthly income information for each adult. If an adult has no income, include \$0 in the total column.

Occupant #	Employment	Self-employment	Pension	EI/Income Assistance	Investment/Other	Total

E. COMMENTS

Please include any questions, comments, or notes pertaining to your application here.

F. DECLARATION AND CONSENT

I, the undersigned, understand and declare,

1. That all information given in this questionnaire is correct and complete to the best of my knowledge.
2. That the Blue Mountains Attainable Housing Corporation requires the personal information requested on this form to prescreen for eligibility for Attainable Rental Housing.
3. That I consent to the Blue Mountains Attainable Housing Corporation collecting, using, verifying, disclosing, and retaining this information as necessary to respond to my request for Attainable Rental Housing and for related tenancy purposes.
4. That I consent to the Blue Mountains Attainable Housing Corporation sharing the information I provided them with persons or agents contracted to provide property management services.

Primary Applicant Signature

Date