

WINNIPEG HOUSING APPLICATION FORM

THE FOLLOWING DOCUMENTS MUST BE HANDED IN WITH YOUR APPLICATION OR THE APPLICATION WILL NOT BE ACCEPTED

IN ALL CASES:

YOU MUST PROVIDE A COPY OF YOUR 2015 OPTION C INCOME TAX RETURN INFORMATION WHICH CAN BE REQUESTED FROM CANADA REVENUE AGENCY AT 1-800-959-8281
THE NOTICE OF ASSESSMENT IS NOT ACCEPTABLE

PROOF OF IDENTITY:

You and your co-applicant must provide photo identification with your signature when you submit your application.

PROOF OF INCOME:

- You and all members of your household must provide proof of **ALL** sources of your total household income. This includes gifts, bursaries, and scholarships, etc.
- If you are receiving CPP, OAS, GIS or PENSIONS, a copy of your bank statements will be accepted if you have direct deposit. (Optional)
- If you work, you must provide two recent paystubs for each working member on your application.
- If you are on Income Assistance, please provide a recent print-out of your current budget letter indicating your worker's office address, worker's name, phone number and fax number.

CREDIT CHECK:

A CREDIT HISTORY REPORT IS REQUIRED. THERE IS A \$22.00 FEE. You can obtain your own credit check through Transunion. Please see attached sheet for information. Exact cash or debit only.

IMMIGRATION:

Persons not holding a Canadian citizenship are required to provide WHRC with an IMM1000, IMM5292 Or IMM1442 certificate for each family member

WHRC'S PROCEDURE: PLEASE READ ALL INFORMATION BELOW

- Once your application is approved, the application will be on the waitlist for 6 months.
- You must contact WHRC at that time to update any information required and to inform WHRC that you are still in need of housing and ensures that you keep your place on the waiting list. If you do not contact WHRC after the 6 month period, your application will be cancelled
- Applicants contacted to view a suite will be given TWO (2) working days to view the suite and pay a Security Deposit.
- Lease signing will be arranged with the Property Manager.
- Full security deposit is required to hold suite after viewing/accepting.
- There are no pets allowed in Winnipeg Housing

RETURN ALL DOCUMENTS TO:

WINNIPEG HOUSING REHABILITATION CORPORATION
104-60 FRANCES STREET
WINNIPEG, MANITOBA R3A 1B5

WHEN YOUR APPLICATION IS ACCEPTED, IT IS THE RESPONSIBILITY OF THE APPLICANT TO KEEP WHRC UPDATED WITH ANY NEW INFORMATION; SUCH AS ADDRESS, PHONE NUMBER AND CHANGE OF INCOME

WINNIPEG HOUSING

104-60 Frances Street, Winnipeg, Manitoba R3A 1B5 Phone: 204-949-2880

APPLICATION FOR HOUSING

Please read carefully: Your eligibility for housing is primarily determined by income, assets, household composition, national occupancy standards, and reference checks.

(Please print)

APPLICANT: _____
(Last name) (First name) (Initial)

Copy of photo Identification must be provided with the application

Other names (Maiden Name also known as) _____

Social Insurance #: _____ Date of Birth: _____

Phone Res. _____ Cell Phone: _____ Work Phone _____

Current Address _____ Rent _____ Own _____

City/Town: _____ Province: _____ Postal Code: _____

Name of Landlord: _____ Phone Number: _____

Are you a Canadian Citizen? YES NO If "NO" please provide Immigration Status Records.

Marital Status: Married Separated Divorced
 Widow(er) Common Law Single

(If you are the co-applicant please complete the following)

Co-Applicant/Spouse: _____
(Last name) (First Name) (Initial)

Copy of photo identification must be provided with the application.

Other names (Maiden Name, also known as) _____

Social Insurance # _____ Date of Birth: _____

(if different then above)

Phone Res: _____ Cell Phone: _____ Work Phone: _____

Current Address: _____

City/Town: _____ Province _____ Postal Code _____

Are you a Canadian citizen? YES NO If "NO" please provide Immigration Status Records.

Has anyone on this application previously lived in WHRC Housing? _____ if "YES" please provide address and date:

DECLARATION OF GROSS MONTHLY INCOME

INCOME SOURCE	APPLICANT	CO-APPLICANT	CHILDREN OVER 18	OTHER	OFFICE USE TOTAL
Employment Income					
Tips/Overtime/Bonus/Commission					
Maintenance & child support					
Self-Employed Earnings					
Babysitting or Fostering					
Rental Income					
Investment Income					
Student Support					
Employment Insurance					
Employment & Income Assistance					
Worker's Compensation					
Canada Pension					
Old Age Security/GIS					
55 Plus					
Company Pension					
Veteran Allowance (Canadian & Foreign)					
Disability DVA					
Disability from all sources					
Widow's Pension					
Survivors Pension					
Orphan's Pension					
Annuities					
Trust Funds					
Gifts (of any kind)					
Other					
Total Monthly Income					
					X12 Mths

INSTRUCTIONS:

PLEASE FILL IN THE AMOUNTS FOR INCOME SOURCES THAT APPLY TO YOU AND YOUR FAMILY. SIGN THE DECLARATION BELOW. PLEASE BE AS ACCURATE AS POSSIBLE AND REMEMBER THE INCOME AMOUNTS REQUIRED ARE GROSS AVERAGE MONTHLY. ATTACH ALL SUPPORTING DOCUMENTS FOR EACH INCOME EARNER AND SOURCE OF INCOME WHERE APPLICABLE.

DATE

APPLICANT

CO-APPLICANT/SPOUSE

INCOME INFORMATION

PLEASE ATTACH CURRENT VERIFICATION OF INCOME PAY STUBS/EI STUBS/EIA BUDGET LETTER OR PENSION STATEMENTS

APPLICANT

Employment Status: _____ Employed _____ E.I. _____ EIA _____ Pension

Other, describe: _____

Present employer (if applicable)

Name: _____ How long? _____

Address: _____

CO-APPLICANT/SPOUSE

Employment Status: _____ Employed _____ E.I. _____ Social Assistance _____ Pension

Other, describe: _____

Present employer (if applicable)

Name: _____ How long? _____

Address: _____

FINANCIAL INFORMATION

Do you own or share ownership in your present residence? _____ Yes _____ No

If "NO", monthly rent payment \$ _____

Indicate by "YES" or "NO" which of the following **are included** in your rent:

Heat _____ Hydro _____ Water _____ Fridge _____ Stove _____ Parking _____ Furniture _____

Other: _____

APPLICANTS ON SOCIAL ASSISTANCE, EMPLOYMENT & INCOME ASSISTANCE

Worker's Name _____

Worker's Phone Number _____ Worker's Email _____

FAMILY INFORMATION

Information about yourself and your family:

Please read carefully. Write below **your own name**, etc. and also the name(s) etc. of all persons who will be living with you.

OCCUPANT INFORMATION (Please list ALL household members that will be living in your household)

NAME	BIRTHDATE	GENDER M/F	RELATIONSHIP

Next of Kin: (to be contacted in case of emergency)

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Do you require accessible housing? YES NO

If you answered "YES", please describe your requirements: _____

LANDLORD INFORMATION:

APPLICANT:

Previous Address: _____

Name of landlord: _____ Phone Number: _____

E-mail: _____

Reason for vacating: _____

Move In date: _____ Move Out Date: _____

If less than 5 Years:

Past Address: _____

Name of landlord: _____ Phone Number: _____

Reason for vacating: _____

Move In date: _____ Move Out Date: _____

CO-APPLICANT/SPOUSE

Previous Address: _____

Name of Landlord: _____

Reason for Vacating: _____

Move in date: _____ Move out date: _____

If less than 5 Years:

Past Address: _____

Name of landlord: _____ Phone Number: _____

Reason for vacating: _____

Move In date: _____ Move Out Date: _____

AUTHORIZATION AND DECLARATION

I/we understand this application does not constitute an agreement on the part of Winnipeg Housing Rehabilitation Corporation or its agent to provide me/us with rental accommodation.

I/we acknowledge that this application becomes the property of Winnipeg Housing Rehabilitation Corporation upon delivery by me/us to it or its agent.

I/we further acknowledge the right of Winnipeg Housing Rehabilitation Corporation or its agent at any time prior to the execution and delivery to me of a lease hereby applied for, to withdraw, revoke, or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application previously made or given.

I/we certify the information given in this application is true, correct, and complete in every respect fully disclosing my/our income from all sources. False information will result in this application being declined or will terminate your tenancy once you move in based on false information.

Personal information is collected by Winnipeg Housing Rehabilitation Corporation and will be used to establish eligibility for rental housing. It is protected under The Personal Information protection and Electronic documents act (PIPEDA).

I/we hereby authorize Winnipeg Housing Rehabilitation Corporation to conduct a personal investigation including past and present landlord reference checks.

Applicant name: _____

Applicant signature _____

Date _____

Co-Applicant name _____

Co-Applicant/Spouse signature _____

Date _____

PLEASE BE ADVISED:

Approved Applications will be kept on file, on our waiting list, for 6 months. APPLICANTS are required to contact Winnipeg Housing before 6 months has expired reconfirming their need for housing. Failure to contact Winnipeg Housing prior to the expiration of 6 months after the application approval date will result in the cancelation of the application.

It is the APPLICANT'S responsibility to notify Winnipeg Housing Rehabilitation Corp. of any changes to their address, phone number, number of dependants and any other information provided in their initial application.

PLEASE RETURN COMPLETED APPLICATIONS TO:

WINNIPEG HOUSING REHABILITATION CORPORATION
104-60 FRANCES STREET, WINNIPEG, MANITOBA R3A 1B5



WINNIPEG HOUSING REHABILITATION CORPORATION

A Non-Profit Charitable Corporation
 60 Frances Street, Winnipeg, Manitoba R3A 1B5
 Phone: (204) 949-2880 Fax: (204) 947-9183

F A C S I M I L E

Date

To

Fax #

From

Re: Request for Landlord Rental Reference

WHRC has included the Consent Form from the applicant for release of information in order to process an application for tenancy. Thank you for your prompt response.

Applicant's Name _____ **Ph.#** _____

Address of Tenancy _____

Length of Tenancy: From date _____ **to date** _____ **Expiry Date** _____

	YES	NO
Is the Rent paid in full and on time each month ?		
Rent Amount-\$ _____		
Is there any outstanding balance ?		
Is there any history of NSF cheques? If so, how often? _____		
Have there been any nuisance/disturbance issues? How many? _____		
Has there been any police involvement?		
Do they have any pets?		
What is the condition of the suite? Good _____ Fair _____ Poor _____		
Did tenant give proper notice to vacate?		
Was tenant ever served a Notice of Termination? What for? _____		
How many people are on lease? #of occupants? _____		
Would you rent to this tenant again?		
Has their suite been treated for Bed Bugs?		
Did the tenant comply with Instructions prepping for Bed Bug Treatment?		

PROTECTION OF PRIVACY – Your "family's personal information is collected by WHRC and will be used to determine your household's eligibility for tenancy, to administer tenant agreements and to prevent and detect fraud. It is protected under The Freedom of Information and Protection of Privacy Act (FIPPA).

I/We consent to the disclosure of any personal information that may be required for the purpose of determining or verifying my/our eligibility for tenancy as well as any future collection requirements. I/we authorize any person, agency, organization or financial institution to release and or exchange information for these purposes. I/we understand this consent includes requests pertaining to my employment, income, liabilities and resources, family status as well as my standing with current and previous Landlords.

I HEREBY AUTHORIZE YOU TO CONDUCT A PERSONAL INVESTIGATION ON THE APPLICANTS HEREIN

Date: _____

Date: _____

Applicant's Signature

Applicant's Signature

S:staff shared files/prop.mgmt/leasing/reports/peters list.2011

HOW TO GET YOUR CREDIT HISTORY

You will need to fill out the enclosed form and send it, with photocopies of two pieces of identification, by mail or fax to the address below. Obtaining this information is of no cost to you.

- Medical Card
- Passport
- Drivers Licence
- Any major Credit Card
- Any type of identification with a signature

MAILING ADDRESS:

Trans Union of Canada Inc.

201 – 709 Main Street West

P.O. Box 338 LCD1

Hamilton, ON L8L 7W2

Fax: 1 – 905 – 527 – 0401

YOUR REPLY WILL BE MAILED BACK TO YOU IN 10-15 WORKING DAYS

Please attach the original Trans Union reply form with your WHRC application. WHRC will charge \$22.00 if you require us to undertake this service.

