Application for Housing

Please fill out ALL sections of this application.

How to return your application:

By Email: ApplicationsMRHA@novascotia.ca

By Fax: 902-420-2815

By Mail: Metropolitan Regional Housing Authority
3770 Kempt Road, Suite #3
Halifax, NS
B3K 4X8

1. Are you eligible?

Eligibility requirements:
• Total household income before deductions for all household members must be less than the maximum for our programs (reported in Section 4).
• You and every member of your household must be a permanent legal resident of Canada or have permanent resident status.
• You are not currently living in housing owned and operated by Housing Nova Scotia and are not receiving a rent supplement.
• If you owe money to any Housing Authority, you must be willing to repay that money over time.
• For most units, you must have lived in the municipality where you are applying for 12 consecutive months during the last 23 months; or, you must have lived in the municipality for 5 straight years since you turned 18.

2. How to fill out this application

• Complete every section to have your application processed. If you have any questions, please contact us at the email or phone number above and we can help you.
• Please keep copies of income supporting documents. We will request them later to verify the information you provided.
• Read Section 7 - Declaration and Consent. It is your legal promise that the information you provide is truthful. If you have a spouse or co-applicant, both of you must sign this section and initial each statement.

A good thing to know... This program is designed to help Nova Scotians with low and moderate incomes with affordable, safe and stable housing. Once approved, applicants are placed on a waitlist. Applicants are matched with a home in their identified area when there is a vacancy. Please note Housing Nova Scotia does not offer emergency housing.
3. Household Information

Please provide the following information for everyone who will live in your home. If you need more space, please attach a separate piece of paper.

Your spouse is the person you are married to or live with in a marriage-like relationship (common-law). Your spouse is your co-applicant. Any other adult who will sign the lease is also a co-applicant.

‘Relationship to Applicant’ means how the person is related to you. For example: child, brother, sister, parent, etc.

‘Status in Canada’ refers to whether you are a Canadian Citizen or Permanent Resident.

<table>
<thead>
<tr>
<th>Name (First, Middle, and Last)</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Relationship to Applicant</th>
<th>Status in Canada (Citizen or Perm. Resident)</th>
<th>Social Insurance Number (SIN)</th>
<th>Student (Y/N)</th>
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<td>Co-applicant</td>
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Current Address & Contact Information

Street No. | Street Name | Apt. No. | City/Town |
-----------|-------------|----------|-----------|
Province   | Postal Code | Email    |

Work Telephone | Home Telephone | Cellular |

Mailing Address (if different than current address)

Street No. | Street Name | Apt. No. | City/Town |
-----------|-------------|----------|-----------|
Postal Code | Province |

How do you prefer to be contacted?  ☐ Email  ☐ Mail  ☐ Telephone

Can we safely contact you using the phone number, address and email address above?  ☐ Yes  ☐ No
If no, please provide details on how we can contact you safely:

__________________________________________________________

Alternate Contact:

Name:  Relationship to you:

Email:  Telephone:

4. Income Information
Please provide all MONTHLY income for everyone in the household. If you need more space, please use a separate piece of paper.

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<tr>
<th>Income Type</th>
<th>Amount</th>
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<tr>
<td>Gross Employment Income (before deductions)</td>
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<td>Canada Pension Plan (CPP)</td>
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<td>Canada Pension Plan – Disability (CPP-D)</td>
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<td>Foster Child Payments</td>
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<td>Capital Gains</td>
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<td>Dividends</td>
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<td>Employment Insurance</td>
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<td>Gratuities</td>
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<td>Immigrant Sponsorship</td>
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<td>Income Assistance</td>
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<td>Interest</td>
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<td>Investment Income</td>
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<td>Long-term Disability Income (do not include Child Disability Benefit (CDB))</td>
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<td>Old Age Security (OAS) / Guaranteed Income Support (GIS) / Spousal Allowance</td>
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<td>Other Country Social Security</td>
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<td>Other Income (do not include GST Tax Credit or Affordable Living Tax Credit)</td>
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<td>Other Pension</td>
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<td>Rental income</td>
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<td>RRSP/RIF</td>
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<td>Human Resource Development Canada programs including Self-Employment Benefit (SEB) Program / Training Allowances, Skills Development Program</td>
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<td>Spousal Support (Alimony)</td>
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<td>Student Loan</td>
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<td>Veteran Pensions &amp; Allowance (do not include Veterans Disability Pension (VDP))</td>
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<td>Workers’ Compensation</td>
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<td><strong>TOTAL Monthly Income</strong></td>
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5. Housing Needs

Present Living Situation  □ Own  □ Rent  □ Temporary  □ Homeless  □ Shelter  □ Boarder

Monthly Housing Expenses: Please include monthly mortgage payment or monthly rent and average monthly costs for electricity, water, heating fuel and taxes, as applicable: $_____________________________

Number of bedrooms requested  1 □  2 □  3 □  4 □  5 □  6 □

1. Are you currently fleeing domestic violence? □ Yes □ No
2. Are you currently required to live in a location close to life-sustaining health services? □ Yes □ No
3. Are you currently occupying inadequate housing which poses an immediate health and/or safety risk? □ Yes □ No

If you have checked 'Yes' to question 1, 2, or 3 above, please provide more details below:
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

Accessibility Needs

Does anyone in your household live with a physical disability? □ Yes □ No

If yes, does your household require any of the following:
- Wheelchair access? □ Yes □ No
- Ground floor unit because of inability to climb stairs? □ Yes □ No
- Specially modified unit for paraplegia or other serious mobility issues? □ Yes □ No
- Hearing impaired unit □ Yes □ No
- Visually impaired unit □ Yes □ No

Rental History

Have you been a client of any Housing Authority in Nova Scotia before (e.g. tenant or funding recipient)? □ Yes □ No

6. Support Services & Other Details

Are you receiving any services that might restrict where you live? □ Yes □ No

Specify________________________________________________________

Does anyone in your household smoke? □ Yes □ No

Do you have pets? □ Yes □ No  Specify number and type

Do you currently have home support services? □ Yes □ No

Specify________________________________________________________

Do you own a vehicle? □ Yes □ No

Specify________________________________________________________

A good thing to know… To be eligible for housing, applicants must meet the eligibility criteria and confirm their information every year. You will need to provide any changes to your household information, income or contact information to update your application. We need up to date contact information to reach you. If we can’t reach you, we may cancel your application (you can apply again at any time).
7. Declaration and Consent

This document creates legal obligations for you. Please read it carefully. The applicant and any co-applicant must initial on each line to show that you have read and understand each statement. Both the applicant and any co-applicant(s) must also sign below.

Initials please  I (we), the person(s) who signed below, declare:

____  _____  1. The information I (we) provided in this application form is complete and true, and I (we) will provide documents to prove this information when requested by the Housing Authority.

____  _____  2. I (we) meet the Eligibility Requirements as stated in the application, and understand this Application is meant solely to assess my (our) eligibility for housing.

____  _____  3. I (we) understand that information provided in this application will be re-confirmed with me (us) each year by the Housing Authority and that additional information will be collected at a later date.

____  _____  4. I (we) must advise the Housing Authority if any information (e.g., address, income) in this application changes as it may affect my (our) eligibility for housing.

____  _____  5. I (we) understand I (we) may not be offered housing for a period of time.

____  _____  6. I (we) understand that I (we) are not eligible to make an application for housing if I (we) are currently in receipt of a Rent Supplement or the Canada-Nova Scotia Targeted Housing Benefit.

____  _____  7. I (we) give permission to the Housing Authority to investigate any or all statements I (we) made on this application. This includes contacting me or any other person, in person or otherwise, and collecting additional information with or without notice to me. If the Housing Authority finds any false or misleading statements, the Housing Authority may cancel this application. I (we) cannot hold the Housing Authority liable for damages.

____  _____  8. I (we) authorize the Housing Authority to collect, use, keep, disclose and dispose of personal information about me (us), in order to:

   a) Assess my (our) application and decide if I (we) am eligible for Public and/or Affordable Housing;
   b) Research, monitor, assess and promote programs;
   c) Detect, investigate and respond to fraud and illegal activity; and,
   d) Otherwise as allowed under the Nova Scotia Freedom of Information and Protection of Privacy Act.

____  _____  9. I (we) authorize the Housing Authority to reveal personal information about me (us) to third parties, for any of the above reasons.

____  _____  10. I (we) give permission to any person or entity to reveal personal information about me (us) to the Housing Authority for any of the above reasons.

____  _____  11. I (we) understand all these statements and have asked for and received an explanation on every point that was not clear to me (us).

Applicant’s Signature: ____________________________

Co-Applicant’s Signature: ____________________________

Application Date: ____________________________
To be signed by all household members with Income Information completed in the application.

Subsection 8(2)(b) of the Privacy Act allows the disclosure of personal information for any purpose in accordance with any Act of Parliament or any regulation made thereunder that authorizes its disclosure.

I/we hereby consent to the release, by the Canada Revenue Agency to the Nova Scotia Department of Municipal Affairs and Housing, and Housing Nova Scotia, of information about my/our income.

I/we understand and accept that this information will be used for the purpose of determining and verifying my/our eligibility for housing programs.

This authorization is valid for the taxation year prior to the year of signature and each subsequent taxation year for which assistance is requested by me/us.

I/we understand that if I/we wish to withdraw this consent, I/we may do so at any time by writing to the Executive Director at:

Housing NS
PO Box 702 Station Central
14th Floor – North, Maritime Centre,
1505 Barrington Street
Halifax NS, B3J 2T3

I/we understand all these statements and have asked for and received an explanation of every point that was not clear to me/us.

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<th>First and Last Name</th>
<th>DOB (DD/MM/YYYY)</th>
<th>SIN</th>
<th>Signature</th>
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9. Building Selection

Housing Nova Scotia has a list of buildings in your area. Please indicate which buildings you would like to live in and attach it to this application. **You will only be placed on the waitlist for buildings you have selected.**

If you received this application by mail, please use the building list that is included. [The lists can also be found on the Housing website using this link.](#) Be sure to use the FAMILY or SENIOR list, as appropriate, for the Housing Authority in your area.

Please check the box below to confirm.

☐ I (we) have included with this application Housing Nova Scotia’s list of buildings and indicated my (our) selections.