

# Application for Housing

Please fill out ALL sections of this application.

## How to return your application:

### By Email:

CBIHA.application@novascotia.ca

**By Fax:** 902-539-0330 (Sydney), 902-258-3644 (Inverness),  
902-625-5403 (Port Hawkesbury)

### By Mail:

Cape Breton Island Housing Authority  
PO Box 1372  
Sydney, NS  
B1P 6K3

### In-Person

18 Dolbin St., Sydney  
15999 Central St., Inverness  
218 MacSween St., Port Hawkesbury

**Questions?** Call 1-800-565-3135

## 1. Are you eligible?

### Eligibility requirements:

- The total gross household income (income before deductions) for all household members is less than the maximum allowed for our programs (calculated in Section 4).
- You and every member of your household is either a permanent legal resident of Canada or have Permanent Resident status.
- You do not currently live in housing owned and operated by Housing Nova Scotia.
- If you owe money to the 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 twelve (12) consecutive months during the last twenty-three (23) months, or, must have lived in the municipality for five (5) consecutive years since you turned 18.

## 2. How to fill out this application

- Answer all the questions in every section of the form. If you cannot answer one or more questions, take note of all the questions you have and contact us at the email or phone number above.
- Copies of supporting documents will be requested at a later date to make sure the information provided is correct.
- **Read Section 7 - Declaration and Consent carefully.** It is your legal promise that the information you provide is truthful. You and your spouse/co-applicant (if you have one) must both sign Section 7 of the application and you both must initial each statement.



**A good thing to know** | This program matches Nova Scotians with low and moderate incomes with safe, stable housing they can afford. It doesn't offer emergency housing like other organizations do. Eligible applicants are added to the housing waitlist and are matched with a home when there is a vacancy.

### 3. Household Information

Please provide information about yourself, your spouse, and all other adults and children who will live in your home. If you need more space, please use 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**' refers to how the person is related to you; for example: child, sibling, parent etc.

'**Status in Canada**' refers to whether you are a Canadian Citizen or Permanent Resident.

Name (First, Middle, and Last)	Gender	Date of Birth (MM/DD/YYYY)	Relationship to Applicant	Status in Canada (Citizen or Perm. Resident)	Social Insurance Number (SIN)	Student (Y/N)
			Applicant			
			Co-applicant			

Current Address and Contact Information			
Street No.	Street Name	Apt. No.	City/Town
Province	Postal Code	Email	
Work Telephone	Home Telephone	Cellular	
Mailing Address (If different from current address)			
Street No.	Street Name	Apt. No.	City/Town
Postal Code	Province		
<b>How do you prefer to be contacted?</b> Email <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Can we safely contact you using the phone number, address and email address(es) above? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details on how we can contact you safely			
Alternate Contact:			
Name:		What is the person's relationship to you?	
Province		Postal Code	

## 4. Income Information

Please state all MONTHLY income received by all persons/family members in the household BEFORE deductions and taxes. If you need more space, please use a separate piece of paper.

	Household Member Name	Household Member Name	Household Member Name	Household Member Name
<b>Income Type</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Gross Employment Income				
Canada Pension Plan (CPP)				
Canada Pension Plan – Disability (CPP-D)				
Foster Child Payments				
Capital Gains				
Dividends				
Employment Insurance				
Gratuities				
Immigrant Sponsorship				
Income Assistance				
Interest				
Investment Income				
Long-term Disability Income				
Old Age Security (OAS) / Guaranteed Income Support (GIS) / Spousal Allowance				
Other Country Social Security				
Other Income				
Other Pension				
Rental income				
RRSP/RIF				
Human Resource Development Canada programs including Self-Employment Benefit (SEB) Program / Training Allowances, Skills Development Program				
Spousal Support (Alimony)				
Student Loan				
Veteran Pensions & Allowance				
Workers' Compensation				
<b>TOTAL Monthly Income</b>				

## 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 electricity, water, heating fuel and taxes, as applicable: \$\_\_\_\_\_

Number of bedrooms requested: 1  2  3  4  5  6

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

If you have checked 'Yes' to question 1, 2, or 3 above, we will need you to fill out some extra forms. For now, please provide more details below:

<b>Accessibility Needs</b>	Yes	No
Does anyone in your household have a disability?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, does your household require any of the following:		
• Wheelchair access?	<input type="checkbox"/>	<input type="checkbox"/>
• Ground floor unit due to inability to climb stairs?	<input type="checkbox"/>	<input type="checkbox"/>
• Specially modified unit to accommodate paraplegia or other serious mobility issues?	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing impaired unit	<input type="checkbox"/>	<input type="checkbox"/>
• Visually impaired unit	<input type="checkbox"/>	<input type="checkbox"/>

**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 and Other Details

Are you receiving any services currently that might restrict where you live? Yes  No   
Specify \_\_\_\_\_

Do you currently have home support services?  
Yes  No  Specify: \_\_\_\_\_

Does anyone in your household smoke? Yes  No

Do you have pets? Yes  No   
Specify number and type \_\_\_\_\_

Do you own a vehicle? Yes  No



**A good thing to know** | To be eligible for housing with this program, applicants have to meet the eligibility criteria and confirm their information every year. We need up-to-date contact information. If we cannot reach you, we will cancel your application (you may reapply). Also, you will be offered a maximum of three units that fit your requirements. If you refuse three units, your application will be cancelled or moved to the bottom of the waitlist. Every unit is self-contained with a stove and fridge.

## 7. Declaration and Consent

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

Enter initials	<i>I (we), the person(s) who signed below, declare:</i>
_____	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) 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.
_____	7. I (we) authorize the Housing Authority to collect, use, keep, disclose and dispose of personal information about me (us), in order to: <ol style="list-style-type: none"> <li>a. Assess my (our) application and decide if I (we) am eligible for Public and/or Affordable Housing;</li> <li>b. Research, monitor, assess and promote programs;</li> <li>c. Detect, investigate and respond to fraud and illegal activity; and,</li> <li>d. Otherwise as allowed under the Nova Scotia Freedom of Information and Protection of Privacy Act.</li> </ol>
_____	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: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_

## 8. Canada Revenue Agency Consent Form

**To be signed by all household members with Income Information completed in the applicable 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 & Housing, Housing Nova Scotia, and provincial housing authorities, 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.

First and Last Name	Date of Birth (DD/MM/YYYY)	SIN	Signature	Date

## 9. Building Selection

**Before you submit.** Please ensure that you attach the Housing Nova Scotia building list for your area with the buildings or areas you would like to live in selected. [The lists can be found on the Housing website using this link.](#) **You will only be placed on the waitlist for buildings you have selected.**

If you received this application by mail, use the building list that was included. Be sure to use the **FAMILY** or **SENIORS'** building 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.