

APPLICATION FOR ACCOMMODATION

GENERAL INFORMATION:

SECTION 1

- The City of St. John's, in conjunction with Newfoundland Labrador Housing, is proud to provide quality affordable housing to residents of St. John's and surrounding areas.
- The Non Profit Housing Division administers 454 houses/apartments throughout the City. This housing, which consists of 1, 2, 3 and 4 bedroom units, is made available to low and middle income earners and is rented on the basis of family income.
- Housing provided by the City of St. John's falls into 3 distinct categories: Lower End of Market (LEM), Rent Geared to Income (RGI), and Affordable Housing (AF).
- For more information on the types of housing and locations, please refer to Page 4 of this application.
- It is your responsibility to inform this Office of any changes to your application, i.e., new address, telephone number, income, etc.
- **All applicants for housing with the City of St. John's have to submit this application along with your most recent Option C for each applicant 18 years or age and over (which can only be obtained by calling Revenue Canada at 1-800-959-8281 or Proof of Income at cra.gc.ca/myaccount.)**

NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

APPLICANT DETAILS:

SECTION 2

Name of Applicant: (Surname) (First Name) (Initial)

Street Address:

City/Town: Province: Postal Code

Telephone: (Home) (Cell) (Office)

Email Address:

Name of Co-applicant: (Surname) (First Name) (Initial)

Street Address (if different from applicant):

City/Town: Province: Postal Code

Emergency Contact: (Name) (Telephone)

CURRENT ACCOMMODATIONS:

SECTION 3

Owned Rented Boarding Other # of Bedrooms:

I/We Live in: House Apartment Bachelor Bedsitter Other

Monthly Mortgage/Rent Payments: Average Monthly Cost of Utilities (Heat and Hot Water): Total Monthly Rent/Mortgage plus Utilities:

Name and Phone Number of Present Landlord (if applicable): (Name) (Telephone)

Length of Present Tenancy: From Date (mm-dd-yyyy) To Date (mm-dd-yyyy)

of Pets: Kind of Pets: Number of Vehicles: Make and Model:

Of the total number of individuals in your home requiring accommodations, does anyone have a disability or mobility challenge relevant to your housing needs? If **YES**, please attach an explanatory letter. **YES NO**

PAST ACCOMMODATIONS:

SECTION 4

Previous Address (if less than 2 years at present address):

Why are you seeking other accommodations?

ADDITIONAL INFORMATION:

SECTION 5

Have you ever lived in housing provided by City of St. John's? **YES NO**

If **YES**, please provide address:

Have you ever lived in housing subsidized by Newfoundland Labrador Housing? **YES NO**

If **YES**, please provide address:

How did you hear of City of St. John's Non Profit Housing?

FAMILY DETAILS:

SECTION 6

NAME	Relationship to Applicant	Marital Status	Gender	Date of Birth (mm-dd-yyyy)	Social Insurance Number
	<i>Self</i>				

NOTE: Marital Status can be either: **Single, Married, Widowed, Divorced, Separated, or Common-Law.**

EMPLOYMENT INFORMATION:

SECTION 7

Current Employer:		Co-Applicant's Employer:	
Current Job Title:		Current Job Title:	
Employer's Address:		Employer's Address:	
Employer's Phone:		Employer's Phone:	

INCOME INFORMATION:

SECTION 8

NOTE: All income must be declared for each household member.
Most recent **Option C** must be attached for each household member 18 years of age and over before application is processed.

Gross Monthly Income:

NAME	Employment	Self Employment	Income Support	Employment Insurance	Pensions (CPP, Private)	Old Age Security (OAS)	Alimony or Family Support	Investment Income	Other

APPLICANT DECLARATION:

SECTION 9

- I/We declare all information provided in this application to be complete and true. I/We agree that any information requested on this application not completed or forwarded to Non Profit Housing shall result in the application being returned unprocessed. It is the applicant's sole responsibility to provide the required disclosure and documentation requested above.
- I/We further acknowledge the right of Non Profit Housing or its agent(s), at any time prior to the execution and delivery to me/us for housing hereby applied for, to withdraw, revoke, or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.
- I/We understand that the information provided in this application is being collected for the purpose of administering City of St. John's Non Profit Housing programs. This information will only be disclosed to Non Profit Housing personnel who need the information to carry out the responsibilities of their job, and to other organizations that may need to be contacted in order to process the application. Statistics on Housing programs will be reported at the provincial/regional level and will not personally identify individuals. Section 32 (C) of the *Access to Information and protection of Privacy Act (ATIPPA)* authorizes Non Profit Housing to collect personal information that "... relates directly to and is necessary for an operating program or activity of the public body".
- I/We understand and acknowledge that **this application is valid for a period of 12 months only**, after which time this application shall expire and a new one would be required.

SIGNATURE OF APPLICANT

DATE (mm-dd-yyyy)

SIGNATURE OF CO-APPLICANT

DATE (mm-dd-yyyy)

Please mail completed application form to:	Non Profit Housing Division P.O. Box 908 10 New Gower Street St. John's, NL A1C 5M2	By email housing@stjohns.ca By fax 709-576-8078 Hand deliver NPH Office (9:00 am to 4:30 pm)	For further information: Website www.stjohns.ca Phone 709-576-8190 or 709-576-8318
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FREQUENTLY ASKED QUESTIONS (FAQs):

1) HOW DO I APPLY FOR RENTAL HOUSING?

- To apply for housing with the City, you must complete the **Application for Accommodation**.
- If you need help completing the application, please contact our staff at 709-576-8190 or 709-576-8318 for assistance.
- You may hand-deliver it, or send it by mail, email, or fax as follows:

Mail to: Non Profit Housing Division
Department of Community Services
City of St. John's P.O. Box 908
St. John's, NL A1C 5M2

Phone: 709-576-8196
Hand-deliver: Non Profit Housing, 1st Floor, Annex (9:00 am to 4:30 pm)
Email: housing@stjohns.ca
Fax: 709-576-8078
Website: www.stjohns.ca

2) FACTORS DETERMINING MY NEED FOR HOUSING:

- Each application is reviewed based on the information provided and supporting documentation.

3) WHO SHOULD I CONTACT TO CHECK THE STATUS OF MY APPLICATION?

- To check on the status of your application, please email housing@stjohns.ca or telephone **709-576-8190** or **709-576-8318**.
- When a housing unit becomes available, you will be contacted by one of the Non Profit Housing Division Tenant Relations Officers.

OTHER PERTINENT INFORMATION TO SUPPORT YOUR APPLICATION:

PLEASE NOTE: Your application will expire after 12 months. It is your responsibility to keep your application up to date.

NON PROFIT HOUSING – OTHER INFORMATION

LOWER END OF MARKET RENTAL UNITS (LEM)

The City of St. John's has 268 units which fall into this category
Eligibility is based on household income
Units range from one to four bedrooms
Tenants pay own utilities

Riverhead Towers (30 Hamilton Avenue)

- 64 two-bedrooms
- 1 one-bedroom
- No pets allowed
- Smoke free (for all new tenants since 2008)

15-39 Cuckhold's Cove Road

- 5 townhouses and 8 semi-detached houses
- 3 bedrooms

179-229 Forest Road

- 26 townhouses
- 3 and 4 bedrooms

Rawlin's Cross

- 25 apartments in downtown area
- 1 and 2 bedrooms
- No pets allowed
- Smoke free (for all new tenants since 2008)

Fahey's Row

- 10 apartments
- 1 and 3 bedrooms

66-92 Alexander Street and 131-153 Hamilton Avenue

- 24 semi-detached houses
- 3 and 4 bedrooms

2-16 Carnell Street and 2-32 Larkin's Square

- 4 townhouses and 20 semi-detached houses
- 3 and 4 bedrooms

65-79 Carter's Hill and 12-34 Goodview Street

- 20 apartments
- 3 and 4 bedrooms

1-29 Sebastian Court

- 29 townhouses
- 2, 3 and 4 bedrooms

- An additional 32 apartments/houses are provided through infill housing located in the downtown and west end areas of the City

RENT GEARED TO INCOME UNITS (RGI)

The City of St. John's has 156 units which fall into this category
Units are geared to low income individuals and families
Rents are based on 25% of gross income (minus EI, CPP and Income Tax)
Small surcharge for heat and light

115-141 Hamlyn Road

- 26 semi-detached houses
- 3 and 4 bedrooms

Rockcrest Court

- 19 townhouses
- 2 and 3 bedrooms

1-15 Bastow Court and 1-11 Mifflin Court

- 26 townhouses
- 1, 2 and 3 bedrooms
- 4 designated accessible

49-51 Cochrane Street

- 11 one-bedroom apartments
- No pets allowed
- Smoke free (for all new tenants since 2008)

174 Campbell Avenue

- 11 apartments
- 1 and 2 bedrooms
- 3 designated accessible
- No pets allowed
- Smoke free (for all new tenants since 2008)

- An additional 63 apartments/houses are provided through infill housing located in the downtown, central and west end of the City

AFFORDABLE HOUSING UNITS (AF)

The City of St. John's has 30 units which fall into this category
Rents are pre-set and subject to annual review
Applicant's family income must be \$32,500 or less
Tenants pay own utilities
Small surcharge for laundry and hot water

77 Charter Avenue

- 24 one-bedroom apartments (2nd and 3rd floors only)
- No pets allowed
- Smoke free

74 Churchill Avenue – in partnership with Community Supportive Living Inc. (CSLI)

- 6-plex
- 1 bedroom – all accessible
- No pets allowed
- Smoke free