

AFFORDABLE HOUSING PROGRAM ELIGIBILITY REQUIREMENTS

Downtown Commons located at 320 Colony Street is a mixed family housing apartment building across the Street from UWinnipeg. There are spacious one, two and three bedroom suites in this building. All utilities are included with the exception of cable, phone and internet. Subsidy is dependent on eligibility as outlined below.

The Affordable Housing Program at the Downtown Commons has two levels of support for tenants who have families where at least one member of the household is enrolled in post-secondary education.

- 1) Subsidized Apartments (Rent-Geared-To-Income (RGI)) – This program provides subsidized rental housing for eligible households. Eligibility is determined by a percentage of total gross household income. Tenants will pay 30% of this amount in rent and the Government of Manitoba will subsidize the balance of the rent providing the total gross household income is within the established guidelines.
- 2) Affordable Apartments - This program is for lower to moderate income households whose total gross household income is below the Program Income Limit as determined by Manitoba Housing.

2018 Affordable Rates:

- 1 BDRM: \$924
- 2 BDRM: \$1147
- 3 BDRM: \$1213

Affordable Apartments Total Gross Income Limit:

- Households without legal dependents - \$56,694
- Households with legal dependents - \$75,592

All above information is found online at <http://www.gov.mb.ca/housing/mh/progs/pil.html>.

Eligibility for Specific Apartment Sizes

An Applicant's eligibility for a specific accommodation size is determined by the National Occupancy Standards. These standards set the following criteria:

- Not less than one and not more than two persons may occupy a single bedroom. This means there must be at least one person per bedroom living in the accommodation.
- Parents and children may not use the same bedroom.
- Single person 18 and over must have a separate bedroom.
- Children five and over may not share a bedroom with another person of the opposite gender.

Factors for Exclusion

Applicants may be excluded from consideration for the Affordable Housing Program if any of the following apply:

- Unsatisfactory tenancy history (based on landlord references, receipt of notices to end tenancies, or review of past tenancies in subsidized housing.)
- Provision of false or fraudulent information.
- Failure to provide documents as requested, or consent as needed to verify information provided and to determine eligibility.
- Unable to demonstrate an ability to pay rent and/or failure to apply for and receive income from provincial or federal income programs.
- Debt to a subsidized housing provider.
- Do not meet residency requirements.
- Unable to live independently with supports.
- Do not meet defined household groups.
- Demonstration of unacceptable behaviors either in relation to a tenancy or in the community at large that may threaten the health, safety or right of peaceful enjoyment of a community by others.
- If there is cause to believe that a household member is engaging in or has a history of criminal activity that may threaten the health, safety or right of peaceful enjoyment of the community by others, including the manufacturing or production of illegal drugs.

Note: Applicants who may be potentially excluded based on any of the above will be provided with an opportunity to provide additional information and/or documentation in support of their application to demonstrate suitability as a potential tenant. Each application and supporting documents shall be evaluated on its own merit.

AFFORDABLE HOUSING PROGRAM APPLICATION REQUIREMENTS

Please provide ALL documents that pertain to your situation using the checklist below. Incomplete applications will not be accepted.

- Complete a separate application form for each adult 18 years and older who are planning to occupy the suite.
- You must provide a copy of your most recent Notice of Assessment from Canada Revenue Agency which can be requested by calling 1-800-959-8281.
- All household members 18+ must provide proof of income. See the chart below on how to obtain the documents that apply to your situation.

Income situation	What to provide	Where to get it
If any household member is working	Your last 3 pay stubs OR An employer letter stating your monthly income	Your Employer
If any household member is on social assistance	An EIA Budget Letter	Your EIA Caseworker
If any household member is receiving disability or pension payments	A Disability Benefit Letter OR A Pension Benefit Letter	Service Canada 1-800-277-9914
If any household member is receiving a veterans benefit	Veterans Affairs Benefit Letter	Veterans Affairs Canada 1-866-522-2122
If any household member is receiving Employment Insurance (EI)	A COMPLETE month of Notice of Deposit OR An EI Letter stating benefit start & end dates and dollar amount	Service Canada 1-800-277-9914
If any household member is Self-Employed	Last month's COMPLETE Monthly Income Statement stating revenue and expenses	Yourself or your Accountant
If any household member is a student receiving income to pay for school	Manitoba Student Loan Award Letter OR Bursary/Scholarship Letter OR Band Assistance Letter	Manitoba Student Aid 1-204-945-6321 Sponsoring Agency
If any household member is a dependent age 16 or older and not in school	3 pay stubs OR Employer letter stating your monthly income or declaration of no income	Your Employer

- Provide proof of residency for ALL household members:
 - . for Canadian born citizens provide Birth Certificate;
 - . for applicants not holding Canadian citizenship provide one (1) of the following documents:
 - o Permanent Resident Card (both sides)
 - o Record of Landing (IMM1000)
 - o Confirmation of Permanent Residence (IMM5292)

- Provide Government issued photo identification such as a driver's license, passport, MLCC photo id, or student card. The office will take a photo copy of this to verify identification.

- Provide one (1) of the following documents if you have a dependent(s):
 - . Manitoba Health Card
 - . Birth Certificate

- Provide current letter of enrollment in post-secondary education, UWinnipeg students will be given first preference. Contact student services to obtain this document.

- Provide your most recent landlord's contact information for the office to obtain a reference check.

- Rent Supplement Application package as required by Manitoba Housing, provided by our office.

- \$25 credit application fee payable by exact cash or cheque. If you have a recent (within the last 8 weeks) credit check, you may provide the office a copy of that document. This fee must be paid before we can process your application.

- Provide a copy of your Rent Smart Certificate if you have completed the program.

Application Procedure:

Your application will be reviewed to determine your eligibility, once approved you will be contacted to view a suite and be given TWO (2) working days to view the suite and pay the Security Deposit in full to hold the suite after viewing/accepting. An appointment to sign the Rental Agreement will be scheduled with our Tenant Living Manager.

Please return completed applications along with all required documents to the Tenant Living Office located at 491 Portage Ave – 9th floor.

Applications will be accepted Monday through Friday between 9:30 a.m. – 3:30 p.m.

Crystal Wels - Tenant Living Manager

Phone: 204.988.7678

Email: tenantliving@uwinnipeg.ca

**TENANT APPLICATION FOR DOWNTOWN COMMONS
AFFORDABLE HOUSING PROGRAM**

THE FOLLOWING INFORMATION IS STRICTLY CONFIDENTIAL

New Lease	<input type="checkbox"/>
Assignment	<input type="checkbox"/>
Add to Lease	<input type="checkbox"/>

PLEASE NOTE:

- (1) All new lease agreements are for a twelve (12) month term and may not be cancelled short term.**
- (2) A separate application is required for each individual residing in the suite that is 18 years and older.**
- (3) Smoking anywhere in the building is not permitted.**
- (4) Pets are not permitted in the building.**
- (5) A \$25.00 credit check fee is required if you do not provide a current credit check; this fee must be paid before your application can be processed.**

SUITE CHOICE

- 1 BDRM RGI _____
- 1 BDRM Affordable _____
- 2 BDRM RGI _____
- 2 BDRM Affordable _____
- 3 BDRM RGI _____
- 3 BDRM Affordable _____

APPLICANT INFORMATION

Full Name: _____

First Name	Middle Name	Last Name
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Present Address: _____ Postal Code: _____

Phone: (home) _____ (work) _____ (cell) _____

Date of Birth: (month-day-year) _____

Email: _____

S.I.N: _____ *(Note: you are providing this information for the Tenant Living office to perform the credit check on your behalf.)*

CURRENT ADDRESS:

How long have you lived at this address? _____ Are you renting? _____

Did you own the last place you were living? _____

How much do you pay in rent and utilities? _____

Have you ever been evicted from, or asked to leave any previous accommodation? Yes No

Did you leave any previous accommodation owing rent? Yes No

LANDLORD INFORMATION

For present and previous rental addresses, we must contact your landlord to confirm this information. See the Rental Reference Form at the end of this application for a list of the information we will be requesting.

Name of Current Landlord: _____ Phone Number: _____

Reason for vacating: _____ Move Out Date: _____

If you lived at the above address less than one (1) year please fill out the following:

Previous Address: _____

Name of Landlord: _____ Phone Number: _____

Reason for vacating: _____ Move Out Date: _____

LIST OF OCCUPANTS

List all people who will be living in the suite with you. National Occupancy Standards will be the guideline for the number of bedrooms you are eligible for based on your family composition.

Name	Age (if under 18 years)	Relationship

INCOME & EMPLOYMENT INFORMATION:

To be eligible for an affordable or subsidized apartment your annual household gross income must meet the established requirements. You must include a copy of your most recent Notice of Assessment from Revenue Canada as well as the documents required to verify your income (i.e. pay stubs/EI stubs/budget letter, pension statements or bank statements).

APPLICANT

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

Other, describe: _____

Present Employer (if applicable)

Name: _____ Phone: _____

Date Employed: _____ Monthly Income: _____

OR

Income Assistance Worker: _____ Phone: _____

DECLARATION:

I/We understand that submission of this application does not obligate the 7049651 MB Association Inc., the landlord, to provide me/us a lease with rental accommodation. I/We understand that 7049651 MB Association Inc. reserves the right to request additional information and conduct a personal investigation prior to offering me/us a lease. I/We give 7049651 MB Association Inc. permission to conduct past and present landlord reference checks, employment verification and credit check. I/We certify that the information given in this application is true, correct and complete in every respect fully disclosing my/our income from all sources. False information given will result in refusal of this application or will terminate your tenancy once you move in based on false information. Personal information collected by the 7049651 MB Association Inc. will be used to establish eligibility for rental housing. It is protected under the *Personal Information Protection and Electronic Documents Act* (Canada).

Name of Applicant (please print): _____

Signature of Applicant: _____ Date: _____

RENTAL REFERENCE FORM

The following questions will be asked of your previous landlord:

- How much was monthly rent? _____
- Was rent paid on time? Yes _____ No _____
If No, how often was it late? _____
- Period of tenancy: from _____ to _____
- Was proper notice to vacate given? Yes _____ No _____
If No, how much notice was given? _____
- Has this tenant had any NSF cheques? Yes _____ or No _____
- Number of notices issued for unpaid or late payments during tenancy? _____
- How would you rate the tenant's payment history overall? Good ___ Fair ___ Poor ___
- Have there been any complaints of nuisance and disturbance? Yes _____ No _____
If Yes, please describe _____

- Was the unit well-kept inside and out? Yes _____ No _____
If No, please describe _____

- Has the tenant received any evictions/terminations? Yes _____ No _____
If Yes, for what? _____

- Has the tenant been treated for bed bugs in the last 6 months? Yes _____ No _____
- Would you rent to the tenant again? Yes _____ No _____