



Prince Edward County Affordable Housing Corporation Tenant Application

Please keep these two first pages. There is important information you need to know later.

Drop off your completed application to: Shire Hall 332 Main Street, Picton

Scan and send it to: apply@pecahc.ca

For more information: 613.476.2148 ext 1529 or go to www.pecahc.ca

If you want rent geared to income or social housing, contact [Prince Edward Lennox and Addington Social Services \(PELASS\)](#) at 1.866.354.0957.

Important things you need to know about applying:

1. Make sure to update your application with any information as soon as you can. We will contact you every three months to ask you for updated information.
2. Your information is confidential and used only to determine your eligibility and ranking on our tenant recruitment list, according to [Freedom of Information and Protection of Privacy Act](#) (FIPPA), the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA), and the [Personal Health Information Protection Act](#) (PHIPA).
3. By completing this form, you give us permission to confirm your residence, including checking with Municipal and/or Provincial records
4. Applicants must be current residents of Prince Edward County, unless:
 - a) the applicant used to live in Prince Edward County and currently works in The County
 - b) or the applicant needs to relocate to Prince Edward County to support a relative who is a Prince Edward County resident to maintain their residence.
5. Applicants can't own their current residence because the asset limit is more than our \$75,000 limit, which means the applicant has more financial options to address housing issues. Applicants who own their property will be referred to resources to explore options to maintain their residents.
6. There is a \$75,000 asset limit for applicant households not including your car.
7. Housing is available based on your household size. For example, a one-person household will not be eligible for a two-bedroom, and we can't put four adults in a two bedroom.
8. If there is more information you think we should have, call 613.476.2148. ext. 1529.
9. Please be aware that a limit on the number of pets per unit will be applied in the future.

How does the application work?

1. For each question, answer as accurately as you can. **You don't have to provide all of the documents when you apply.**
2. Your finished application is scored based on:
 - the date you completed this form
 - your household income, housing situation and household characteristics
3. We will remind you to update your application and provide any documents every three months. A month before occupancies become available, we will let people at the top of the list know they must update their application and upload their current documents.

4. What happens when you are offered a PECAHC unit

If you are offered a unit, you will need to provide the documentation noted under each question within 10 business days of the offer. If the information isn't received in time, your application will go back on the waiting list based on the date you first provided a completed application form.

5. If you need help to complete this form you can:

1. Email apply@pecahc.ca for questions or call 613.922.3785
2. Contact a community agency:
 - Prince Edward County Learning Centre, <http://www.princeedwardlearningcentre.com/>
 - 97 Main Street, Rexall Plaza Picton, 613-475-1811, info@pelc.ca
 - Community Care for Seniors <https://www.communitycareforseniors.org/> for anyone 60+
 - 74 A King Street Picton, (613) 476-7493 info@communitycareforseniors.org

6. I don't like a decision you made about my application. What can I do?

If you feel this application form doesn't explain your need for housing through PECAHC, or you want to dispute a decision made on your application, you can email apply@pecahc.ca or call 613.476.2148 ext. 1529.

7. There are four parts of this application. Each part has information to help you:

- **Applicant Information:** This is all the information about your household including ages, attendance at school and where in The County you and your household live now, contact information and asset level.
- **Affordability:** This part asks what kind of housing you're looking for, gross household income, and how to figure out your annual gross household income.
- **Housing Status:** This part asks about your current housing situation.
- **Household Characteristics:** We ask you if any of these characteristics apply to your household.

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THE APPLICATION

DATE STAMP HERE

PRE-QUALIFYING QUESTION: Do you own residential property?

If yes: We cannot rent to people who own a residential property because your assets are too high. Let us know if we can point you to resources to help you maintain your home.

If no: Please complete the application below. Each question explains how to decide your answer, and where you would get the information. If it changes, please let us know.

1.0	Date of Application		
1.1	Where does your household live now? You'll need: Proof of County address from your license, lease, tenancy agreement, utility bill, agency letter, etc.		
1.2	Names and ages of all proposed household members		
	You'll need: Birth certificates or letter for each person	Name	Date of Birth
1.3	Who will be the head tenant? You must be at least 16 to sign the tenancy agreement.		
1.4	How many people 16+ and out of school in your household earn income.		
1.5	Who should we contact for this application? Please include your phone, email, current address and alternate contact info.		
1.6	Did someone help you with this application? Please include their information here.		
1.7	Assets: Please list amount of bank balances, GIC's, stocks and bonds and interest in properties. There is a \$75,000 limit.		

#2	Housing Request and Affordability
2.1	<p>I am looking for (check one): The number of bedrooms = number of occupants (except small children and couples). We want to house as many people as possible. Please note that studio units are only available in Picton, and 2 Bedroom and 3 Bedroom units are only available in Wellington.</p> <p><input type="checkbox"/> Studio <input type="checkbox"/> 1 Bedroom <input type="checkbox"/> 2 Bedroom <input type="checkbox"/> 3 Bedroom</p> <p><input type="checkbox"/> Wellington <input type="checkbox"/> Picton</p>
	<input type="checkbox"/> I will need a wheelchair-accessible unit

The next step is to figure out your Total Gross Household Income:

1. How many people in your household over 16 years old and out of high school earn incomes? All of their gross income together is used. Make sure to include your non-taxable income.

2. For each of those people, figure out their gross income **from any source** for the last 12 months. You can use:

- Your last year's income tax return line 150, pay slips or statements OR
- If your income has changed a lot in 12 months, use the most recent income and figure out how much that would be for a year:
 - For example, you just started a new job 2 months ago, use 2 months of gross pay from your pay slips and multiply by 6

3. Total the gross income for each person, and add each person's income together. That is your gross household income.

4. If you haven't filed your income tax, have problems, or need help, contact:

1) Prince Edward County Learning Centre, princeedwardlearningcentre.com

97 Main Street, Rexall Plaza Picton, 613-475-1811, info@pelc.ca

2) Community Care for Seniors communitycareforseniors.org for anyone 60+

74 A King Street Picton, (613) 476-7493 info@communitycareforseniors.org

2.2 Affordability:

We want to make sure the housing goes to people who need affordable housing AND Applicants can afford the rent for their unit. That's why we use CMHC information.

CMHC sets affordable rent as occupancy costs which are 30% of gross household income from all sources. Each unit will have water costs included. Tenant insurance is required, and may be around \$30 per month (subject to change) which will be available to you when tenancy is accepted.

Our total gross household income for everyone 16+ not in high school for the last year matches the unit size I want:

Unit size I want	rent	Your total Gross Household Income needs to be between these amounts:
Studio	\$620/month \$7,440/year	\$21,257 and \$29,760
1 Bedroom	\$740/month \$8,880/year	\$27,086 and \$37,920
2 Bedroom	\$920/month \$11,040/year	\$31,543 and \$44,160
3 Bedroom	\$1,200/month \$14,400/year	\$42,171 and \$59,040
	<p>My household's gross income is within the range for the unit I want.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the answer is no, contact us about other housing options at apply@pecahc.ca or call 613.476.2148 ext 1529.</p>	

#3	Housing Status: I am a County resident (except for two reasons below) and:
3.1	I do not have shelter I will get an agency support letter that says I live outside or in non-residential shelter
3.2	I live in an Emergency Shelter I will get an agency support letter that says I live in temporary emergency shelter
3.3	I don't have housing of my own: I will get a letter from an agency saying I will need to leave that housing, or get a letter from the person I am staying with
3.4	I am at risk of losing my housing: <input type="checkbox"/> My occupancy costs are over 50% of gross household income <input type="checkbox"/> I will provide a N notice for rent arrears or <input type="checkbox"/> I can show my housing is not permanent/Non-RTA-covered or is short-term
3.5	I am housing insecure: <input type="checkbox"/> My total occupancy costs are at least 30% to 50% of my gross household income
3.6	Compassionate relocation: <input type="checkbox"/> I need to relocate to PEC to support an immediate family member who is a County resident who must have my support for income or health issues to stay where they live My family member will provide a letter from an agency or doctor indicating they require my support to stay in their home
3.7	<input type="checkbox"/> I used to be a long-term resident/tenant in Prince Edward County I will provide documentation of my previous residence in The County as well as confirmation of my current employment in The County
3.8	<input type="checkbox"/> None of these describe my situation.

4. Household Characteristics: We recognize that certain personal characteristics keeps some people from getting affordable housing.

#4	Please check any of these which applies to you:
4.1	<input type="checkbox"/> I am a survivor of abuse in my household, human trafficking or I am a refugee I will provide a supporting letter from an Agency
4.2	<input type="checkbox"/> I am a Youth (16 to 30) or Senior (60+)
4.3	<input type="checkbox"/> I am an LGBT+ Person or Person with a disability
4.4	<input type="checkbox"/> I am Black, Indigenous or Person of Colour
4.5	<input type="checkbox"/> I am a Single Parent
4.6	<input type="checkbox"/> I am a Single Person or Veteran

Signature and Declaration:

1. I confirm that everything I said in this application is true, and I will provide documentation supporting my application within 10 business days of a tenancy offer.

2. By submitting this application, I am giving permission for Prince Edward County Affordable Housing Corporation to confirm my residence and residence type.

3. I understand knowingly submitting false information to be offered a unit will prevent me from applying for this housing again.

Name of Head Tenant: _____

Signature of Head Tenant: _____

Date: _____

Thank you for completing this application! Please remember:

- If your housing or income situation changes, update your application online using the link you will receive by email or let us know.
- If you can't give us this information, or your information changes, we will put your application back on the list with the updated information, with your original application date.
- If you disagree with a decision we made about how your application is made, if you have any questions or need help with the application, contact us (information on the first page).