

**General Information****1 – Make sure you are eligible to apply:**

- You are at least 16 years and able to live independently (with or without supports).
- You and family members living with you can prove status in Canada as one of the following: Canadian citizen, refugee or refugee claimant, permanent resident of Canada or have applied to become a permanent resident.
- If you have lived or currently live in social housing in Ontario the following must be true for you and any family members living with you:
  - You have not been found guilty of a rent-geared-to-income related offence over the past two years.
  - You do not owe money to Social Housing Providers, or have a repayment plan to pay back the amounts.

**! If you own a residential property you must sell the property, or your share in it, within six months of moving into subsidized housing. If you fail to do so, you may not receive an offer of housing.**

**3 – Priority access**

- If you have experienced domestic abuse or human trafficking, or if you are a terminally ill patient who has less than two years to live, you may be eligible for priority access.
- To apply you must submit additional applications and supporting information. Please see the website for more information: <https://www.toronto.ca/community-people/employment-social-support/housing-support/rent-geared-to-income-subsidy/priority-categories/>

**2 – How to submit an application:**

- Fill-out the application form. You and family members who are 16 years and older must sign the application.

**The easiest and fastest way to apply is online at:** <https://www.toronto.ca/community-people/employment-social-support/housing-support/rent-geared-to-income-subsidy/>

- Gather proof of status in Canada for you and family members living with you.
- Mail or drop-off the signed and completed paper application form in person, together with status documents for you and family members living with you at:

**Access to Housing, 176 Elm Street,  
Toronto, Ontario M5T3M4**

**! To avoid delays in the processing of your application and access to service make sure to send us a completed form and all the required supporting documentation.**

**4 – Other information**

- There are also local access rules benefiting those who are experiencing homelessness, separated families, newcomers to Canada who are homeless, and youth who are 16 or 17 years old at the time of applying. Please see the next page for more information.
- Once a household is made eligible for RGI, they can choose where they like to live, apply for special needs accommodation, and take other next steps. You can find more information on the next page of this application.

## Next Steps & Important Information

**Once You Submit Your Completed Application and Proof of Status Documents.** If you are eligible, you will be added to the waitlist and receive an acknowledgement letter and an application number. From there you may take a number of next steps, listed below.

**Choose Area of Preference.** You can choose where to live in Toronto using our online update system. A list of buildings can be found on our website.

**Declare and Verify Special Circumstances.** You may be able to obtain priority access to housing.

**Abuse.** If you are a victim of domestic abuse or human trafficking you can apply for the Special Priority Program. Please see the [website](#) for eligibility requirements, and to find out how to apply.

**Terminal Illness.** If you are a terminally ill patient with less than two years to live, you may be eligible for priority access to subsidized housing. To learn more and how to apply see City of Toronto's [website](#).

**Homelessness.** Please contact us if you are living in a shelter, or on the streets. You must provide a letter from the shelter to verify your stay, or a letter from a community agency to verify your living circumstances. Information on services for those experiencing homelessness is available at: [www.toronto.ca/homelesshelp](http://www.toronto.ca/homelesshelp)

**Separated Families.** If you are separated from your children by the Children's Aid Society (CAS) because of lack of adequate housing, please provide a letter from CAS explaining the circumstances.

### **Express and Demonstrate Special Needs**

**Wheelchair Accessible & Modified Unit.** You may demonstrate that you need to live in a wheelchair accessible building (e.g., ramps, automatic doors/doorways).

You may be eligible for a modified unit. These units are reserved for applicants who are physically disabled and in a wheelchair on a full-time basis. Modifications may vary by unit and can include features such as grab bars, lowered countertops, and wider doorframes.

**Additional Bedroom.** You may request an additional bedroom if you require overnight care from a caregiver. In some cases medical equipment may also qualify you for an additional bedroom.

To request a modified unit, or an additional bedroom, you and your physician must complete a separate form. To access the form and for more information please visit City of Toronto's website.

The City of Toronto may ask for other supporting documentation, such as court orders, when a member of the household has shared-custody or access rights to a child, and is requesting an additional bedroom for that child. Please see City of Toronto's [Occupancy Standards](#) for more details.

**Keep in Contact.** Keep your application up to date.

You have to keep in touch with Access to Housing at least once a year and report any changes to your address, phone number, family members' information, and income. Failure to do so may result in the cancellation of your application.

If any household members are expecting children, you have to provide the Birth Certificate or Statement of Live Birth to add the child(ren) to your application.

**Contact Information**

Office Use: #

**I. Main Applicant Information**

Please provide your first and last names as it appears on your status ID document.

First Name	Last Name

I Identify My Gender As	Date of Birth (yyyy-mm-dd)					
Choose an item.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30%; text-align: center; padding: 2px;">yyyy</td> <td style="border: 1px solid black; width: 10%; text-align: center; padding: 2px;">/</td> <td style="border: 1px solid black; width: 30%; text-align: center; padding: 2px;">mm</td> <td style="border: 1px solid black; width: 10%; text-align: center; padding: 2px;">/</td> <td style="border: 1px solid black; width: 20%; text-align: center; padding: 2px;">dd</td> </tr> </table>	yyyy	/	mm	/	dd
yyyy	/	mm	/	dd		

My Status in Canada Is	Choose an item.
Status may be one of the following: Canadian Citizen, Permanent Resident (PR) of Canada, Applied for Canadian PR; Refugee; or, Refugee Claimant.	

My Proof of Status Document Is	Choose an item.
For a full list of acceptable IDs, please see City of Toronto's website. The list includes documents such as Birth Certificate, Citizenship Card, PR Card, Refugee approval documents with valid expiry dates.	

Mailing Address (please provide a full and safe mailing address so we can send you information directly)		
Street Number	Street Name	Suite/Unit Number
Postal Code	City/Town	Province

Current Address (if different from mailing address above)		
Street Number	Street Name	Suite/Unit Number
Postal Code	City/Town	Province

Telephone Number	Email Address (e.g., name@email.com)

Answering the following voluntary, self-identification question informs the design of programs and services that serve the Indigenous population. The answer will not directly impact an individual or household's access to RGI assistance.

1. Are you indigenous?  YES  NO  Prefer not to answer

**Contact Information**

**II. Secondary Contact Information**

By providing a secondary contact, you are authorizing the release of personal information about your application to the alternate contact and/or the Agency you identify.

Alternate Contact Name (First, Last)	
Relationship to the Main Applicant	
Agency/Shelter Name (if applicable)	

Address and Telephone Number:		
Street Number	Street Name	Apt/Unit Number
Postal Code	City/Town	Province
Telephone Number		

**Current Housing Questionnaire**

Are you living in subsidized housing?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>If you are living in a shelter or on the streets, let us know and verify your living circumstances. Please see the last page of this application under <b>Next Steps &amp; Important Information</b>.</p> <p>If you need access to housing to flee domestic abuse or human trafficking, please see the Special Priority Program on our <a href="#">website</a> to learn more about eligibility and how to apply.</p>		

**Household Information – Please Complete The Table Below**

**Income**

By reporting your income, Access to Housing can determine if there are other housing benefits and services that meet your need.

Please provide your yearly income before taxes, and the income of each member of the household who is 16 years or older, as reported on **Line 150** of the latest **Notice of Assessment (NOA)** document, issued by the Canada Revenue Agency. Children of the household who are full-time students [at a primary or secondary school, or a post-secondary institution] do not need to report income. You can find more information about reporting income on City of Toronto's website.

**! You need to have income to receive RGI assistance. When you receive an offer of housing you will be required to provide proof of income. If you do not have income, you would be required to seek income (e.g. Ontario Works).**

First Name, Last Name	Relationship to Main Applicant	Date of Birth (yyyy/mm/dd)	Status in Canada	Gender Identity	Yearly Income Before Tax	Main Income Source (Choose one or more)	Indigenous Self-ID (Check if Yes)
1-	<b>Self</b>	<input type="text" value="yyyy"/> / <input type="text" value="mm"/> / <input type="text" value="dd"/>	Choose an item.	Choose an item.	\$	Choose an item.	<input type="checkbox"/>
2-		<input type="text" value="yyyy"/> / <input type="text" value="mm"/> / <input type="text" value="dd"/>	Choose an item.	Choose an item.	\$	Choose an item.	<input type="checkbox"/>
3-		<input type="text" value="yyyy"/> / <input type="text" value="mm"/> / <input type="text" value="dd"/>	Choose an item.	Choose an item.	\$	Choose an item.	<input type="checkbox"/>
4-		<input type="text" value="yyyy"/> / <input type="text" value="mm"/> / <input type="text" value="dd"/>	Choose an item.	Choose an item.	\$	Choose an item.	<input type="checkbox"/>
5-		<input type="text" value="yyyy"/> / <input type="text" value="mm"/> / <input type="text" value="dd"/>	Choose an item.	Choose an item.	\$	Choose an item.	<input type="checkbox"/>

**Collection, Consent and Declaration – Household Members 16 Years or Older Must Sign**

**I/we understand** that:

- This information is collected, under the legal authority of the City of Toronto Act and the Housing Services Act, to permit City of Toronto and its authorized affiliates to determine initial eligibility for housing accommodation, rent-geared-to-income (RGI) assistance, and other related purposes, and to continue to monitor, review and update eligibility for services
- City of Toronto will create and share with Housing Providers a file of personal information relating to this application, housing or tenancy purposes
- To verify the content of the application, City of Toronto may be required to disclose or share the content with other persons, third parties or agencies
- By providing a secondary contact, you are authorizing the release of personal information about your application to, and receipt of offers of housing by this contact

**I/we declare** that everything in this application is correct and complete. If information is determined to be inaccurate or false, City of Toronto or the Housing Provider may cancel this application and disqualify the household from accessing services

**I/we declare** that the following is true:

- There are no outstanding deportation, departure or exclusion orders against household members
- Within the past two years, no household member has been found guilty in a court of law or at the Ontario Rent Tribunal of an offence related to RGI assistance
- No household member owes money to a Social Housing Provider in Ontario without a current repayment agreement that is in 'good standing'

**I/we understand** that only the people identified as members of this household on this application may live with us in subsidized housing, and to remain eligible for RGI assistance, all household members must:

- Inform City of Toronto of any changes to my/our contact information or housing requirements; and if applicable,
- Pursue income from all sources, including Ontario Works, Support Payments, Employment Insurance or any pension or support payments required under a sponsorship agreement; and
- Make arrangements to pay back money owed to a Social Housing Provider in Ontario.

1 – Main Applicant Name (First, Last)	Main Applicant Signature	<div style="border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between;"> <span>yyyy</span> <span>/</span> <span>mm</span> <span>/</span> <span>dd</span> </div>
2 – Family Member Name (First, Last)	Signature	<div style="border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between;"> <span>yyyy</span> <span>/</span> <span>mm</span> <span>/</span> <span>dd</span> </div>
3 – Family Member Name (First, Last)	Signature	<div style="border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between;"> <span>yyyy</span> <span>/</span> <span>mm</span> <span>/</span> <span>dd</span> </div>
4 – Family Member Name (First, Last)	Signature	<div style="border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between;"> <span>yyyy</span> <span>/</span> <span>mm</span> <span>/</span> <span>dd</span> </div>
5 – Family Member Name (First, Last)	Signature	<div style="border: 1px solid gray; padding: 2px; display: flex; justify-content: space-between;"> <span>yyyy</span> <span>/</span> <span>mm</span> <span>/</span> <span>dd</span> </div>

Shelter, Support & Housing Administration collects the personal information on this form together with the corresponding documents under the legal authority of the City of Toronto Act, S.O. 2006, Ch. 11, Schedule A, s.136(c) and the Housing Services Act, 2011, S.O. 2011, c. 6, Schedule 1, ss 13, 44 and 60. The information is used to determine initial and ongoing eligibility for RGI housing, other housing benefits and programs administered by the City of Toronto, and other consistent purposes not prohibited by law. Questions about this collection can be directed to Project Manager, Access to Housing, 176 Elm Street, Toronto ON, M5T 3M4 or by telephone at 416-338-8888.