

Thank you for your interest in applying for accommodation with Dartmouth Housing.

Dartmouth Housing is a not-for-profit provider of affordable housing. The majority of our properties are 3 or 4 bedroom duplexes. All of our properties are in Dartmouth. This application is for Dartmouth Housing properties only. Our program is designed to provide adequate, affordable rental housing to low and medium income individuals and families. Rents charged are based on household income.

Am I eligible?

The first step is to refer to our Eligibility Checklist at the end of this information sheet. If you are eligible you will then need to complete the Housing Application Form and send it to our office for assessment.

What happens after I submit the Housing Application Form?

We will assess your application and be put on our wait list. Unfortunately, we are unable to give exact timeframes on the wait. The number of people on our wait list for housing has grown and we do not have enough housing for the number of people who have applied for accommodation. There are a number of factors that affect how long you will need to wait including:

- The availability of vacant properties that match the type of housing you need.
- The availability of vacant properties that match the area of Dartmouth you may have requested.

What happens if my situation changes?

Please let us know immediately if any of your personal or housing circumstances have changed. You should ensure you provide us with up to date contact details as we need to be able to contact you quickly if a property becomes available.

How can I submit my application?

In Person or Mail: Dartmouth Housing
53 Ochterloney Street
Dartmouth, NS
B2Y 1C3

Email: admin@dartmouthhousing.ca

Fax: (902) 469-2089

If you have any questions about your eligibility for housing please call us at (902) 469-0543.

Please read the following very carefully. If you answer YES to all of the following questions, you are eligible to make an application for affordable housing with Dartmouth Housing.

- Must be 18 years of age or older – Primary applicant
- Your household income from all sources must be within the minimum and maximum limits (including children 18 years of age or older)
 - **Apartment (1BR - 2BR)** - Min - \$10,000/year Max- \$ 25,000/year
 - **House (3BR - 4BR)** - Min - \$22,000/year Max- \$ 55,000/year
- Must be able to provide the most current Canada Revenue Agency (CRA) Notice of Assessment for income verification for household members 18 years of age or older
- Must not have ownership in any Real Estate (Residential/Commercial)
- All rental balances owing from any landlord must be paid in full
- Must provide proof of student status for children age 18 to 24 who are full-time students
- Must not own a pet. Units do not accommodate pets
- Must be able to open an account with NS Power and Halifax Water in the leaseholder(s) name

1. APPLICANT 1 PERSONAL DETAILS

Salutation Mr. Mrs. Ms. Miss

Last Name: _____ First Name: _____

Date of Birth: ____ / ____ / ____ Social Insurance Number/SIN (optional): _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Current Address Street: _____ Apt. # _____

City: _____ Postal Code: _____

How long have you lived at your current address? _____

Previous address if less than 1 year: _____

Name of your current landlord: _____ Phone : _____

Monthly Rent: _____ Number of Current Bedrooms: _____

Employer's Name: _____ Contact Name: _____

Address: _____ Phone : _____

Term of Employment: _____ Position Held: _____

APPLICANT 2 PERSONAL DETAILS

Salutation Mr. Mrs. Ms. Miss

Last Name: _____ First Name: _____

Date of Birth: ____ / ____ / ____ Social Insurance Number/SIN (optional): _____

Home Phone: _____ Cell: _____ Work: _____

Email: _____

Current Address Street: _____ Apt. # _____

City: _____ Postal Code: _____

How long have you lived at your current address? _____

Previous address if less than 1 year: _____

Name of your current landlord: _____ Phone : _____

Monthly Rent: _____ Number of Current Bedrooms: _____

Employer's Name: _____ Contact Name: _____

Address: _____ Phone : _____

Term of Employment: _____ Position Held: _____

2. CURRENT HOUSING INFORMATION

Have you received an eviction notice? Yes No

If Yes, why? _____

Are you in a month to month or fixed term lease? Month to Month Fixed Term

If fixed term, when does your lease expire? _____

How did you hear about Dartmouth Housing?

Housing NS Current Tenant Other _____

Have you ever been a tenant in Public, non-profit, or cooperative housing? Yes No

If Yes, which one? _____

Do you owe money for past tenancy with any landlord? Yes No

If Yes, how much is owing and is there a written payment schedule? _____

3. HOUSING NEEDS

Unit Size: 1BR Apartment 2BR Apartment 3BR House 4BR House

Do you or any other applicant have a vehicle? Yes No If Yes, how many? _____

Do you or any other applicant have a pet? Yes No

Do you or any other applicant require accessibility modifications? Yes No

If yes, please specify. _____

Do you expect the number of people living with you to change in the next 12 months? (e.g. pregnancy, family joining, family leaving, child in care, etc.) Yes No

If Yes, please explain with expected date of household size change: _____

4. INCOME & ASSETS

For all household members 18 years of age or older please provide the most current CRA Notice of Assessment. For each applicant 18 years or older please provide monthly income amounts before deductions for the following categories:

Applicant Last Name				
Applicant First Name				
Income Categories	\$ / Month	\$ / Month	\$ / Month	\$ / Month
Alimony/Child Support				
Capital Gains				
Canada Pension Plan Disability				
Canada Pension Plan Other				
Dividends				
Employment Insurance				
Employment Income				
Foster Child Payment				
Gratuities				
Immigration Sponsorship				
Human Resource Development Canada				
Interest				
Old Age Security/Guar. Income Supp./Spouse Allowance				
Other Country Social Security				
Other Income				
Other Pension				
Rental Income				
RRSP/RIF				
Social Assistance				
Student Loan				
Workers Compensation				
Veteran Pensions & Allowance				
Total Income				

Total income for the household per month: \$ _____

5. HOUSEHOLD COMPOSITION

List yourself on line 1 then all persons who will be living in the unit.

1.	Full Name (Last/First)	Date of Birth	Relationship to Applicant	Type of Disability (if any)	Do They Live Full-Time with You Now?	If no, how many days per week?
1.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.					<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.					<input type="checkbox"/> Yes <input type="checkbox"/> No	

CONSENT & DECLARATION

Please read carefully and tick each consent box:

- I approve Dartmouth Housing to make inquires that are necessary to verify the information submitted in this application, including conducting a credit check.
- All information I have provided in this application is true and accurate.
- I understand that falsification of any or all information provided by me may cause for the cancellation of the application.
- I understand that it is my responsibility to advise Dartmouth Housing of any changes to the information given in this application and to provide any supporting materials required for my application.
- I understand that if I refuse two offers of housing my application will be cancelled.

Applicant's Name: _____

Applicant's Signature: _____

Application Date: _____