



# CMHC SECTION 95 APPLICATION GUIDELINES

September 2017

## Eligibility for Rental Housing

### To be eligible for rental housing, a person must:

- a) Be a Garden River First Nation Registered Band Member in good standing with the First Nation
- b) Have no arrears or outstanding historical debt owing to Garden River
- c) Must be 18 years of age
- d) Must provide proof of income sufficient to meet rent; and
- e) Have not been evicted from any Garden River First Nation rental housing, or otherwise have a history of failure to comply with a Tenancy Agreement within the past 5 years

### Who is not eligible for rental housing?

- An application with rental arrears or arrears on any account with the Garden River First Nation is not eligible until the arrears are paid in full and confirmed in writing from the Garden River First Nation Finance Department
- An application with poor tenancy such as breach of a rental/lease agreement and issued a violation where a notice to correct or vacate was issued
- If a violation or breach was issued within two years of the application
- Applications are kept on file for one year upon date of submission and it is your responsibility to ensure updates are documented. If you do not provide any updates throughout the year, your application will be considered null and void

## Completing the Application

The information requested in the Application, is based on the Garden River First Nation Housing Department Policy and Procedures and the purpose is to collect information which will confirm eligibility.

1. The Application must be completed in ink and printed clearly
2. Application must be completed in full, and any incomplete application will not be considered for vacant units
3. All the information provided must be true and to the best of your ability and knowledge. Any false information or statements, may result in denial of a unit upon application, or eviction from a unit in the event that an application is successful when awarded a vacant unit.
4. The following supporting documents must be attached to your Application upon time of submission, otherwise, your application will NOT be processed:
  - a) Letter of interest stating reason for requesting a home
  - b) Two landlord references; these forms are attached to this application and must be completed in full and submitted with your application



- c) If you have not rented before, you must attach two character reference letters (must not be immediate family)
- d) Income verification for both applicant and co-applicant (income statements, paystub and other financial information)
- e) Two Character Reference letters; if no landlord reference (must not be immediate family)
- f) Dependant verification (for both applicant and co-applicant, ie., birth certificate, health card, status cards)

### What are the next steps once the application is completed?

- In person
  - Meet with the Tenant Relations Officer to review the application for completeness
- By mail only if the applicant resides out of town (once received, you will receive a notification letter from the Garden River First Nation Housing Department)
  - Send the completed application to:  
Garden River First Nation Housing Department  
7 Shingwauk Street  
Garden River, ON P6A 6Z8

### NOTE: USE THIS "APPLICATION CHECKLIST" AS A GUIDE BEFORE APPLICATION SUBMISSION

<input type="checkbox"/>	Letter of interest – stating reason requesting a home
<input type="checkbox"/>	Income verification (Applicant and Co-Applicant) <ul style="list-style-type: none"> <li>• Employed – Pay stub</li> <li>• Ontario Works/Ontario Disability Support Program – Income Statement</li> <li>• Canada Child Tax Benefit - Statement</li> </ul>
<input type="checkbox"/>	Identification attached (status card(s) of applicant and dependants)
<input type="checkbox"/>	Dependant - Income statement or proof of subsidy
<input type="checkbox"/>	Landlord Reference Form (must have two references)
<input type="checkbox"/>	Two letters of personal (character) reference (not family members) * will only apply if applicant has no rental history

Should you have any questions, a Housing Team Member is available for assistance at 705-946-6300