



Grey Mountain Housing Society

Housing Application Grey Mountain Housing Society

Address: 200-211 Main Street, Whitehorse, YT, Y1A 2B2
Phone/Fax: (867) 633-4880 / (867) 633-5964
Website: www.GMHS.managebuilding.com

PART 1: WELCOME AND APPLICATION PROCESS

The Grey Mountain Housing Society (GMHS) began in 1983 and was formed to help provide affordable housing to low- and moderate-income community members. GMHS is a non-profit organization with charity status and is not a governmental initiative or social housing agency. Our mandate includes providing geared-to-income housing facilitated by the Canadian Mortgage Housing Corporation's (CMHC) Urban Native Housing Program. We encourage tenants towards independent living, self-supporting accommodation and future home ownership. Grey Mountain Housing Society would like to welcome you to join our housing community.

When applying to Grey Mountain Housing Society, please complete the following to ensure your application is accepted:

1. Check the box of each of the housing programs you wish to apply to;
2. Fill in each of the sections in the application – Where information is not available place an N/A in that section;
3. Include a brief cover letter explaining your housing situation, any special life circumstances and why you feel you and/or your family would be an appropriate fit for our housing society; and
4. Ensure all supporting information is included as per the Application Checklist (**see Part 10**).

Once your application has been received and reviewed, it will be kept on file for **one year**. After that time, if you have not been selected for a rental unit, our staff will attempt to contact you before disposing of your application. GMHS does not operate on a first-come-first-served basis, instead applications need to be program qualified and ranked for program and GMHS suitability using some of the following criteria:

- Household Members and Dependants
- Household Income Sources and Assets
- Housing History and References
- Cleanliness and Neighbourly Respect
- Quality of the Application
- Housing Objectives

Applicants do not need to check on the status of their application, unless they wish to make changes to their submitted information.

I would like to apply for the following housing programs:

 Affordable Housing by Grey Mountain Housing Society

MINIMUM QUALIFICATION: Applicant must be 18 years of age and able to hold a Yukon utility account. Income and asset restrictions may apply.

 CMHC's Subsidised Urban Native Housing

MINIMUM QUALIFICATION: Applicant or their dependant(s) must self-identify as aboriginal e.g. First Nation, Metis. The applicant must be 18 years of age and able to hold a Yukon utility account. Income and asset restrictions may apply.

I or my dependant self-identify as First Nation or aboriginal

(Applicant Signature)

Grey Mountain Housing Society is committed to protecting your privacy. Your personal information will only be used for the purposes for which it was collected, e.g. verification of rental history, employment and income. Your information may be used for internal record keeping and to acquire or to report your rental payment data for the use of consumer credit reports.



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PART 2: APPLICANT INFORMATION AND DECLARATIONS

FIRST NAME _____

LAST NAME _____

SELF-IDENTIFIED GENDER _____

DATE OF BIRTH ____/____/____

HOME / CELL __ (____) _____

SECONDARY CONTACT __ (____) _____

WORK __ (____) _____

EMAIL _____

I "the applicant" understand that the information I provide on this form is accurate, complete and may be used for future reference and rental program qualification.

APPLICANT SIGNATURE _____

Are you able to hold a Yukon utility account in your name?

YES NO

Do you have a net worth greater than \$100,00.00? (Your assets minus your liabilities)

YES NO

PART 3: APPLICANT HOUSEHOLD MEMBERS INFORMATION

FIRST NAME _____

LAST NAME _____

SELF-IDENTIFIED GENDER _____

HOME / CELL __ (____) _____

RELATIONSHIP _____

FIRST NAME _____

LAST NAME _____

SELF-IDENTIFIED GENDER _____

HOME / CELL __ (____) _____

RELATIONSHIP _____

FIRST NAME _____

LAST NAME _____

SELF-IDENTIFIED GENDER _____

HOME AND/OR CELL __ (____) _____

RELATIONSHIP _____

FIRST NAME _____

LAST NAME _____

SELF-IDENTIFIED GENDER _____

HOME AND/OR CELL __ (____) _____

RELATIONSHIP _____



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PART 4: INCOME SOURCE AND ASSETS

INCOME CALCULATION is used to determine the monthly rent charge for subsidised housing programs, e.g. CMHC. Approximately 25% of the total "Households" income is assessed to a maximum set rent or Low-end-Market rent (LEM).

INCOME means all taxable monies or benefits. Taxable income and benefits include, but is not limited to: Social Assistance, INAC, First Nation or Indian Band Income Support, Employment Insurance, Pension, Education Funds, Child Support, Alimony, Honorariums, Investments and/or any significant monies resulting from legal action.

APPLICANT: _____

HOUSEHOLD MEMBER AGE: _____

SOURCE(s) OF INCOME _____

MONTHLY INCOME FROM ALL SOURCES

__ \$ _____

HOUSEHOLD MEMBER: _____

HOUSEHOLD MEMBER AGE: _____

SOURCE(s) OF INCOME _____

MONTHLY INCOME FROM ALL SOURCES

__ \$ _____

HOUSEHOLD MEMBER: _____

HOUSEHOLD MEMBER AGE: _____

SOURCE(s) OF INCOME _____

MONTHLY INCOME FROM ALL SOURCES

__ \$ _____

HOUSEHOLD MEMBER: _____

HOUSEHOLD MEMBER AGE: _____

SOURCE(s) OF INCOME _____

MONTHLY INCOME FROM ALL SOURCES

__ \$ _____

Each household member over the age of 18 and NOT attending a full-time education program must declare their income as part of the household income.

TOTAL MONTHLY INCOME (for all family members and sources combined)

__ \$ _____

GMHS IS BECOMMING A CASHLESS OPERATION.

We accept payment by bank transfer (EFT), cheque, money order, and from our in-house direct-debit machine. How do you plan to make payments that are on-time and in full?



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PART 5: VEHICLES

VEHICLES AND RECREATIONAL VEHICLES means cars, trucks, motor-bikes, snow machines, quads, campers, trailers, boats, etc. Vehicles not listed may be towed at owners' expense.

TYPE _____ MAKE _____ COLOUR _____ YEAR _____ PLATE# _____

TYPE _____ MAKE _____ COLOUR _____ YEAR _____ PLATE# _____

TYPE _____ MAKE _____ COLOUR _____ YEAR _____ PLATE# _____

TYPE _____ MAKE _____ COLOUR _____ YEAR _____ PLATE# _____

PART 6: RENTAL HISTORY AND REFERENCES

CURRENT ADDRESS REFERENCE

ADDRESS _____

LANDLORD _____

CONTACT __ (____) _____

EMAIL _____

YEARS / MONTHS OF OCCUPANCY _____ / _____

May we contact your references? Yes No

PAST ADDRESS REFERENCE

ADDRESS _____

LANDLORD _____

CONTACT __ (____) _____

EMAIL _____

DATES OF OCCUPANCY

FROM _____ to _____

PART 7: PETS

PETS are permitted with the following qualifying conditions:

- a. Tenants may have a maximum of two pets (e.g. dog or cat) and one fish tank, terrarium, or bird habitat no larger than 38 liters (10 gallons). Pets must be of a reasonable size to accommodate the rental unit; and,
- b. All pets **must be registered with the Municipality of Whitehorse** and a copy of the most recent registration may be requested by the Landlord to be kept on file.

NAME _____ TYPE _____ SIZE _____ REGISTERED Yes No

NAME _____ TYPE _____ SIZE _____ REGISTERED Yes No



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PART 8: BEHAVIORAL QUESTIONNAIRE

You are woken-up in the middle of the night by your neighbor's partying. Although your neighbor is usually respectable, you or someone in your household must be well rested for the morning. What do you do?

- Nothing.
- Go next door and politely ask that they lower their volume.
- Immediately call the Landlord.
- Put-up with the noise and speak to your neighbor in the morning.
- Make equal or more noise until your neighbor gets the point.
- Call the RCMP and make a noise complaint.

Other response: _____

Your toilet is plugged, and you have family/friends coming over this weekend. You don't have a plunger or cleaning supplies to tackle the toilet yourself. You only have a few hours before company arrives. What do you do?

- Borrow a plunger from a neighbor and try to fix the toilet yourself before your company arrives.
- Cancel your family/friend weekend until you can address the toilet issue.
- Call your Landlord and request that they fix the toilet before your company arrives.
- Call an after-hours plumber and charge the cost to your Landlord.
- Go out and buy a plunger and cleaning supplies, fix the toilet, but not be ready for your guests.

Other response: _____

It's the last day of the month, rent is due tomorrow on the 1st. In addition, you notice your fridge and freezer have not been keeping their temperate lately. What do you do?

- Pay your rent on time and inform the Landlord about the fridge and freezer issue.
- Call your Landlord to fix the fridge and freezer. let the Landlord know you will pay rent once the appliance is fixed.
- Use your remaining rent money to call an appliance repair person – plan to pay double rent next month.
- Wait for the Landlord to contact you about the late rent – then explain your situation.
- Call your Landlord and ask for a time extension on this month's rent. Deal with the fridge and freezer another time.

You are a GMHS tenant and participate in a rental assistance program. Money is tight, but you have plans and dreams. Where do you see your housing situation in five-year to seven-years from now?

- I'll have my other dept paid, my budget practiced and I'll ready to move to a market rental unit.
- I'll be finishing school or upgrading courses. I'll have a new job and plan on moving from GMHS.
- My situation might be that I still need a rental assistance program.
- I'm saving for a down-payment to buy my own home. I should have it by then!
- I plan on living somewhere other than Whitehorse.

Other response: _____



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PART 9: UNDERSTANDING RESPONSIBILITIES, HOUSE RULES & SPECIAL NEEDS

Are you capable of providing care to the premises, including maintaining the household's tidiness and cleanliness? If NO, please provide your alternative care plan.

YES NO

Have you ever been evicted for Breach of Tenancy; for disturbance, non-payment or another reason? If YES, please explain how this situation will differ from your past.

YES NO

Are you or a family member a smoker and/or vapourer? If YES, please provide your signature below as an understanding that smoking and/or vapouring is not permitted inside your unit and all common areas, any caused damage or odors may be at the cost and liability of the tenant.

YES NO

You are responsible for your guests and their actions; even in your absence. "Quiet enjoyment" for you and your housing community is not only neighborly, but a *Residential and Landlord Tenant Act* requirement.

I understand the above smoking/vaporing and guest rules. **APPLICANT SIGNATURE** _____

Please list any currently or recently used support services, e.g. Mental Health, Social Worker, Housing Navigator, First Nation Support, etc.

CONTACT INFORMATION _____

CONTACT INFORMATION _____

May we contact your supports to help ensure you and your family's safety and housing success?

YES NO

APPLICANT SIGNATURE _____

Do you or any of your family members have any special needs or additional accommodation, please provide specifics.



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PART 10: CHECKLIST

- | | |
|--|--|
| <p><input type="radio"/> COVER LETTER – Tell us your circumstances and why you and your household would be a good addition to our housing society.</p> <p><input type="radio"/> TWO (2) PIECES OF IDENTIFICATION – Please include Yukon issued I.D. where possible</p> | <p><input type="radio"/> VERIFICATION OF INCOME – e.g. paystubs, Employment Insurance Stubs, Social Assistance Budget, Pension Stubs, etc. Please include 2 years of personal tax returns – for <u>SELF-EMPLOYED APPLICANTS ONLY</u></p> <p><input type="radio"/> NOTICE OF ASSESMENT – Your most current assessment from Canada Revenue.</p> |
|--|--|

PART 11: AGREEMENT

I acknowledge the right of Grey Mountain Housing Society at any time prior to the execution and delivery to me of a lease hereby applied for, to withdraw, revoke or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application previously made or given.

I understand that this application does not constitute an agreement on the part of Grey Mountain Housing Society, or its agents, to provide me with housing or housing assistance.

I hereby authorize Grey Mountain Housing Society, or its agents, to make or respond to any inquiries necessary to verify the facts contained in this application or to obtain additional information on my past housing arrangements.

I understand that the information in this application may be used for statistical purposes.

I have completed this application completely to the best of my knowledge.

APPLICANT'S SIGNATURE _____ **DATE** _____