

APPLICANT 1
PERSONAL INFORMATION

First Name Last Name
E-mail Address S.I.N. D.O.B.
Personal Phone Number Work Phone Number

RESIDENCE HISTORY

Present Address
City Province/Territory Postal Code
Landlord Name Landlord Phone
Landlord e-mail
Length at Present Address Current Monthly Rent
Is this shared accommodation if **YES**, what portion of the rent and utilities did you pay?

IF LENGTH IS LESS THAN 2 YEARS, PLEASE COMPLETE PREVIOUS ADDRESS DETAILS

Previous Address
Landlord Name Landlord Phone
Landlord e-mail
Length at Previous Address Previous Monthly Rent

INCOME INFORMATION

INCOME VERIFICATION MUST BE PROVIDED FOR ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18.

REQUIRED DOCUMENTS Proof of annual income for all applicants. Most recent Notice of Assessment from Canada Revenue Agency. If your current income is not reflected on the NOA please include 2 months' worth of pay stubs, a pension statement or other.

Employer | Source of Income
Length of Employment Annual Gross Income

IF LESS THAN 2 YEARS, PLEASE PROVIDE PREVIOUS EMPLOYMENT/INCOME INFORMATION

Employer | Source of Income
Length of Employment Annual Gross Income

Please note: Applicants are all household members over the age of 18. To be considered, your total household income must not exceed the upper income limit for the model and type of home you are applying for.

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APPLICANT 2
PERSONAL INFORMATION

First Name Last Name
E-mail Address S.I.N. D.O.B.
Personal Phone Number Work Phone Number

RESIDENCE HISTORY
IF YOU CURRENTLY RESIDE WITH APPLICANT 1 IT IS NOT NECESSARY TO PROVIDE PRESENT RESIDENCE HISTORY

Present Address
City Province/Territory Postal Code
Landlord Name Landlord Phone
Landlord e-mail
Length at Present Address Current Monthly Rent
Is this shared accommodation If YES, what portion of the rent and utilities did you pay?

IF LENGTH IS LESS THAN 2 YEARS, PLEASE COMPLETE PREVIOUS ADDRESS DETAILS

Previous Address
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Please note: If there are more than 2 applicants, please complete information for other applicants below the signature area.

LIST ALL HOUSEHOLD MEMBERS THAT WILL BE RESIDING WITH YOU THAT ARE NOT APPLICANT 1 OR 2

RESIDENT 1

Name _____ Date of Birth _____

RESIDENT 2

Name _____ Date of Birth _____

RESIDENT 3

Name _____ Date of Birth _____

RESIDENT 4

Name _____ Date of Birth _____

RESIDENT 5

Name _____ Date of Birth _____

RENTAL PREFERENCES

TYPE OF HOME _____ Number of bedrooms _____

Apartment _____ One _____ Two _____

Do you require a barrier free home _____ YES _____ NO _____

* Includes larger door ways, not wheelchair modified.

IS PARKING REQUIRED YES _____ NO _____ Monthly parking charge for garage is \$250.00

If parking is unavailable, would you still be interested in a rental?

YES _____ NO _____

COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION

Ottawa Community Housing Corporation operating as Propriétés Arriv Properties, will collect, use and disclose personal information provided by you in this form and its attachments for the following purposes:

- a. Verifying the information provided in your application.
- b. Considering your application for tenancy.

AUTHORIZATION TO EXCHANGE PERSONAL INFORMATION

I authorize OCH to disclose, receive and exchange personal information with the following parties for the purposes described above and as required by law:

- a. A municipality, the Government of Canada, a Government of a Province or Territory, their ministry, department, or agency, if required to confirm information provided in the application.
- b. Credit bureaus and other businesses that provide credit or rental history information about you.
- c. Previous landlord or other reference provided on your application.
- d. Employer or income source for the purpose of verifying information on the application.

A rental history and credit check will be completed.

DECLARATION & CONSENT FOR CREDIT AND LANDLORD CHECKS

This consent is given under the provision of the *Personal Information Protection and Electronic Document Act* and *Municipal Freedom of Information and Protection of Privacy Act*, or any successor legislation.

If you have questions about the collection, use or disclosure of personal information collected, you may contact: OCH Privacy Officer, 39 Auriga Drive, Ottawa, ON K2E 7Y8, 613-731-1182 or by sending an e-mail to privacy@och.ca.

1. I give my word that everything I have written and provided in this application is correct and complete.
2. I have read and understand the information about Collection, Use, and Disclosure of Personal Information.
3. I authorize OCH to make any inquiries that it deems necessary to verify information given by me. I authorize any persons, corporation, government department or any agency having knowledge of any required information to release such information to OCH.
4. I authorize and agree that OCH may collect, use, and disclose my personal information, as described above. I understand and acknowledge that OCH will also collect, use, and disclose my personal information as required or permitted by law.
5. I agree that my consent is valid until revoked in writing.

REQUIRED DOCUMENTS – THESE MUST BE SUBMITTED WITH YOUR COMPLETED APPLICATION

Government issued photo ID for all applicants.

Proof of annual income for all household members over the age of 18. **MUST** include **most recent Notice of Assessment from Canada Revenue Agency**. If your current income is not reflected on the NOA please include 2 months' worth of pay stubs, a pension statement or other.

SUBMISSION DATE

Application should be signed to be valid. Please print and sign the application prior to submitting.

Applicant Name : Signature :

Applicant Name : Signature :

Applicant Name : Signature:

Please note: The information in this Application Form is being collected by Ottawa Community Housing Corporation operating as Propriétés Arriv Properties and will be used for the sole purpose of assessing your application for housing. Submission of this application does not guarantee you a rental.

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APPLICANT 3
PERSONAL INFORMATION

First Name Last Name
E-mail Address S.I.N. D.O.B.
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PRINT

CLEAR FORM

