



**The Manitoulin-Sudbury DSB adopted a Smoke Free policy in all Social Housing properties effective January 1, 2015. All existing tenants will be grandfathered in their current units and all new tenants as of January 1, 2015 will be required to sign a lease with a smoke free requirement.**

**TO BE ELIGIBLE FOR RENT-GEARED-TO-INCOME ASSISTANCE**

- At least one person of your household must be 16 years of age, or older and able to live independently
- Each member of your household must be a Canadian Citizen, a permanent resident of Canada or have Refugee Claimant Status (copy of appropriate document must be attached).
- You do not owe rent to any federally, provincially or municipally funded housing provider. If so, you must provide proof that you have made reasonable efforts to enter into an agreement with the provider to whom you owe arrears.
- If you own property, you will be required to provide information about it.

**HOW TO COMPLETE THIS APPLICATION FORM**

- Complete all sections of the application form that apply to you
- Before signing the form, please read and understand the declaration and consent section
- This application form and consent must be signed by each adult member of your household.
- If a member of your household is unable for any reason to sign the application and consent, please have his/her guardian, attorney or authorized person to sign the application and give the consent on his/her behalf.

**Please return the completed application form to:**

<b>Espanola Area</b> 210 Mead Blvd Espanola, Ontario P5E 1R9 (705) 862-7080 1-800-847-6342 Ext 262	<b>Manitoulin Island</b> 9050 Hwy 6, Unit D Postal Bag 2001 Little Current, Ontario P0P 1K0 (705) 368-0238 1-800-690-5512	<b>Chapleau Area</b> PO Box 1299 34 Birch Street Chapleau, Ontario P0M 1K0 (705) 864-0430 1-877-245-5595	<b>Sudbury East Area</b> PO Box 219 5 Dyke Street Warren, Ontario P0H 2N0 (705) 967-0639 1-877-213-4001
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If you have any difficulty completing this application, please contact an office above.

In order to avoid delays in the processing of your application, please keep the office informed about changes in your address and contact phone number, source of income and family composition.

**Note: Please ensure you include verification of all sources of income to complete your application and avoid delays in processing it.**

Any change in the information provided in this application must be reported in writing to the Manitoulin-Sudbury District Services Board Office as soon as possible (i.e. change of address, phone number, family size, type or amount of income).

**Failure to report changes may result in a missed opportunity for housing, and could possibly result in cancellation of your housing application.**