Community Housing Online Application Info Sheet

If you would like to complete your Rent Geared to Income Application online, please read these instructions carefully. Print off a copy for your reference while you complete this application.

- Please go to https://norfolk-county.securerentcafesocialhousing.com/onlineleasing/norfolk-county
- Login for existing applicants or click register for new users
- You must have an email address to apply online. Please note if using someone else's address all communication will go to this address.
- Please add your spouse/partner or someone you want to live with as the co-applicant if applicable.
- Children under 18 are added as dependents. If they are over 16, they will need to sign the application.
- Only choose Rent Supplement if applying for Canadian Mental Health Association (CMHA) housing.

Special Priority Section → Please skip if this does not apply

- Ensure you click the appropriate box that details your situation for special priority status.
- Ensure you have a Special Priority application and letter complete by an appropriate third party, listed on the Special priority application.
- Request for Special priority form can be found at Special Priority Form
- This form must be uploaded online when you complete your online application, you will do this at the end of the application where you upload all documents.

Income, Address, Assets

- **Previous Address**
    - If you know the address where you previously lived add here or leave blank
- **Income**
    - Add any income you receive from all sources (i.e. Ontario Works, ODSP, EI, support, pensions etc.). Add for yourself and co-applicants.
    When finished, click Next.
- **Assets**

Please list all bank accounts and any other assets you may have (i.e. Tax-free savings account, RESP, RRSP, property etc.)

Housing Preference

- If you are over 59, please choose no preference if you wish to pick senior and adult buildings.
- If you are under 59, please choose non-senior.
- When choosing number of bedrooms please only choose based on number of people in your household. If you are residing with a partner/spouse, you will only be eligible for a 1-bedroom unit.
- Other co-applicants and children will be counted for one bedroom each.
- Please list any special requirements or if ground floor is required

Building Complexes

- You can select the buildings you wish to apply for one the map or on the list option. Choose which county you wish to apply for housing in and select from the list.
- You cannot apply to buildings in other municipalities when completing an application for Haldimand-Norfolk.
- In the building complex selection area please choose all buildings you would like to reside in.

Documents

- Click sign & date. Complete for each member of the household.
- Once signatures are completed and the application is fully signed you will be brought to the Application Status page.
- Review building choices and status of file. The status will show as applied until a housing resource coordinator reviews it.
- You can go back to your application at any time and make changes or add information to your application.
- Once you have signed and reviewed the status page you can close the website. Your application will be submitted at that time.

Submitting Documents

- Please submit all required documents listed below in the online application.
- The following documents must be uploaded/scanned into your online application before you submit it.
    - Most recent Notice of Assessment (NOA) or summary page with T4's/T5's for all adult members of the household.
    - Copy of birth certificate for all members of the household
    - Proof of Canadian residency status for those not born in Canada e.g. Passport, citizenship card, permanent resident card
    - Copy of 60 days of bank statements for all accounts. Ensure documents include names and account numbers
    - Verification of monthly income e.g. Ontario Works, employment stubs, pensions. Can submit bank statements if the deposits show.
    - Copy of Custody and support documentation for the household if applicable.
    - Copy of proof of all assets owned/claimed
    - If you are applying for Specia Priority, please upload the Special Priority form here.

Completing the Application

- Click "sign here" to sign your application. Complete for each member of the household.
- Create or choose a signature and click in the signature and date boxes of the pfd. Click "sign and complete". Complete for each member of the household indicated.
- Once signatures are completed and the application is fully signed you will be brought to the Application Status page.
- Note your confirmation number. It will start with a "P" and include 7 digits. You will need it for future access to this application.
- Review building choices and the status of your file. The status will show as "applied" until a housing resource coordinator reviews it.
- You can go back to your application at any time and make changes or add information to your application. If you wish to cancel the application, click "cancel application".
- Once you have signed and reviewed the status page you can close the website. Your application will be submitted at that time.

If you have any questions regarding the online application for Haldimand Norfolk please call a Housing Resource Coordinator at 519-426-6170 extension 3235