



TENANT APPLICATION

MISSION

MHI helps people who are homeless or at risk of homelessness by providing and promoting well maintained, low-cost, rental housing in a safe and neighbourly environment. We contribute to the creation of vibrant, mixed neighbourhoods. Our vision is communities where residents care about each other and a city that welcomes people of every income level and background.

WHO IS MHI?

We are a grass-roots coalition of over 50 different faith communities working together to alleviate the affordable housing crisis in Ottawa. We undertake local action on behalf of our neighbours in need and we are committed to the creation of a just and peaceful global community.

We are able to offer concrete and practical assistance to our tenants, thanks to the many volunteers who assist us in the management of our housing properties and organization.

CONTACT INFORMATION

IF YOU HAVE ANY QUESTIONS OR TO DROP OFF YOUR TENANT APPLICATION PLEASE CONTACT THE MHI OFFICE AT 613-686-1825 OR BY E-MAIL AT mhi.housing.manager@gmail.com.

YOU CAN ALSO MAIL YOUR APPLICATION TO MULTIFAITH HOUSING INITIATIVE AT:

404 MCARTHUR AVENUE, SUITE 206
OTTAWA, ON K1K 1G8

THE OFFICE IS OPEN MONDAY TO FRIDAY BETWEEN 9:00 A.M. AND 1:00 P.M.

CRITERIA FOR TENANCY:

In assessing the suitability of applicants for housing, Multifaitth Housing Initiative (MHI) does not discriminate by reason of race, national or ethnic origin, colour, religion, age, sex, marital status, political affinity or activity, sexual orientation, family relationship, physical handicap, conviction for which pardon has been granted or by any other reason which would be a violation of fundamental human rights.

Applicants for tenancy at MHI properties will be assessed according to the following criteria:

1. Financial eligibility – Only persons with low-income can become MHI tenants in accordance with the requirements of our charitable status. Applicants must submit documentation of income when they apply and on an ongoing basis such as for annual review or within 30 days if there are changes in their situation. Changes include a change of employment or income, changes relating to the persons living in the unit, changes in enrolment in education.
2. Demonstrated responsibility in paying the rent and other housing-related costs regularly and on time, with the help of a financial subsidy if available.
3. Size of the household for the space of the apartment fits MHI's housing standards as set out in our Occupancy Policy. Please ask for details.
4. Willingness to participate with MHI staff and volunteers and with other tenants in creating a safe, secure, well-maintained and neighbourly environment for the tenants. This means that tenants are expected to maintain their units and the property in good condition, and to be respectful and cooperative in their interactions with other tenants. It also involves participation in certain voluntary activities of your choice, such as gardening, recycling, providing comments for developing MHI housing policy, attending social and educational events, as well as a general openness to live in a community with people from a variety of economic and cultural backgrounds.
5. All tenants are assigned a Tenant Relations Team (TRT) representative, a volunteer with MHI, there to help you adjust to your new community. Tenants of MHI are expected to be engaged with their TRT representative in a polite and respectful manner.

**STATEMENT OF GENERAL MHI POLICY ON NON-DISCRIMINATION
FOR TENANTS AND STAFF**

1. It is the policy of MHI to recognize the dignity and worth of every person and to provide equal rights and services without discrimination and harassment on grounds prohibited under the Ontario Human Rights Code. As a housing provider, MHI is committed to compliance with the Ontario Landlord and Tenants Act.
2. It is the policy of MHI to require tenants to respect the safety, privacy and peaceful enjoyment of common areas by all tenants, and to respect the religious faiths, sex, ethnic origins, sexual orientation, physical limitations and First Nations status of other tenants and MHI staff and volunteers. Violation of this policy may constitute grounds for termination of the tenancy contract (within the statutory notice requirements in effect at the time).
3. Harassment of staff, other tenants, and MHI volunteers, in any form (physical, verbal, or other) on any of the grounds stated above will be subject to termination of the tenancy contract.

CHECKLIST:

- Clearly print first and last names
- Include Date of Birth (dd/mm/yyyy)
- Include Full address including **postal code**
- Attach proof of current monthly income for all adults in the household:
 - A copy of the most recent Notice of Tax Assessment, and/or
 - Cheque stubs for the most recent 2 months, and /or
 - A letter from your employer.

Please include length of employment.

Household Composition: Names and birthdates of all applicants and occupants

Landlord Information and phone number

Signed Consent to Exchange Information, if applicable

IMPORTANT: Don't forget to sign and date your application!

QUESTIONS FOR PROSPECTIVE TENANTS

1. Volunteer Background

Everyone has something to contribute. Please list any volunteer activities that you have done and any skills or interests that you have that you would be willing to contribute:

2. Why do you want to become a resident of MHI?

APPLICANT INFORMATION

Name of Applicant:	Date of Birth:
E-mail:	
Daytime Phone #:	Evening Phone #:
Cell Phone #:	

Reference:	Relationship:	Tel #:
Emergency Contact:	Relationship:	Tel #:

LANDLORD INFORMATION

Current Address:
City:
Postal Code:
Landlord's name:
Landlord's phone number:
May we contact your landlord for a reference? Yes / No
How long have you lived at your current address?
How much do you pay in rent/mortgage each month?
How much do you pay in utilities each month?

List previous addresses for the past 7 years. (Add additional pages if necessary)

Previous Address:
City:
Postal Code:
Landlord's name:
Landlord's phone number:
May we contact your landlord for a reference? Yes / No
How long did you live at this address?
How much did you pay in rent/mortgage each month?
How much did you pay in utilities each month?

FINANCIAL INFORMATION:

Applicant 1	
Source of Income (e.g., Employment, Old Age Security, Ont. Works, Ont. Disability Support Progr):	
Gross Monthly Income:	How long:
Contact Name:	Contact Phone no.:
Applicant 2	
Source of Income:	
Gross Monthly Income:	How long:
Contact Name:	Contact Phone no.:

Have you ever filed for bankruptcy? Yes / No	Discharge Date:
Have you ever been evicted? Yes / No	

HOUSEHOLD INFORMATION

List names of all other occupants (if any): 1. 2. 3. 4. 5. 6.	Date of Birth:
Are all members of the household Canadian Citizens or Landed Immigrants? Yes / No	

UNIT INFORMATION:

Number of bedrooms at present dwelling: _____
 What size of unit do you require? Bachelor / 2 bedroom / 3 bedroom / 4 bedroom apt.
 Do you have any other requirements or preferences? _____

I/We agree that we are responsible for the following charges:

- ___ Heat
- ___ Electricity
- ___ Hot Water
- ___ Tenant Insurance
- ___ Last month's rent
- ___ Parking (if available)

Pet Policy

Pets are permitted at MHI in accordance with the City of Ottawa Animal Care and Control By-law NO. 2003-77 and conditions of the MHI lease agreement.

- No person shall keep, own, or harbour in the City any animal which makes or causes noises that disturb or are likely to disturb the peace, quiet, rest, enjoyment or comfort of any person in any dwelling, apartment, or other type of residence in the neighbourhood,
- Every owner of a dog shall immediately remove any feces left by the dog on any public or private property.
- You are responsible for paying for any damages beyond normal wear and tear caused by you or your pets

Type of Pet: _____ Colour: _____

Spayed / Neutered: Yes / No (circle one)

Date of Vaccination: _____

Vehicle Information:	License #:
Make / Model:	Colour:



MultifaitH Housing Initiative

Initiative multiconfessionnelle sur l'habitation

MultifaitH Housing Initiative Faith Community Action on Affordable Housing

I / We understand that we must obtain tenant insurance.

I / We acknowledge that MultifaitH Housing Initiative has a smoke free policy for the benefit of the health of all tenants. All tenants with the exception of those who were grandfathered at the time of the enactment of the policy are required to respect this policy. Failure to do so will result in the termination of the tenancy.

I / We authorize MultifaitH Housing Initiative to obtain information permitted by law, as required by MHI agreements with the municipal, provincial and federal government agencies and agree that this information can be disclosed to these agencies.

I / We also understand that an offer of this unit and the eligibility for subsidy are dependent upon providing accurate information about the total gross income of all adult residents. Information will be requested before signing a lease, annually upon request, as well as within 30 days when there are changes to employment, income, household, immigration or education status so that MHI can determine whether you are still eligible for the subsidy.

I / We declare that all information in this application is correct. We give MultifaitH Housing Initiative permission to verify any or all of this information, do a landlord check and a credit check.

I / We read and understand this document.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Revised: October 2014