



Application for Accommodation

General Information

SECTION 1

- All applicants for housing with the City of St. John's must include most recent Proof of Income Statement (formally called Option C printout) for each applicant 18 years or age and over. This can only be obtained by calling Revenue Canada at 1-800-959-8281 to speak to representative or 1-800-267-6999 for automated service). You may also access your CRA account online if you have one set up.
- The City of St. John's, in conjunction with Newfoundland Labrador Housing, provides quality affordable housing to residents of St. John's and surrounding areas.
- The Housing Division administers 476 houses/apartments throughout the City. This housing, which consists of 1, 2, 3 and 4 bedroom units, is made available to low and middle income earners and is rented on the basis of family income.
- Housing provided by the City of St. John's falls into 3 distinct categories: Lower End of Market (LEM), Rent Geared to Income (RGI), and Affordable Housing (AF). For more information on the types of housing and locations, please refer to Page 4 of this application.
- It is your responsibility to inform this Office of any changes to your application, i.e., new address, telephone number, income, etc.

NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

Applicant Details

SECTION 2

Name of Applicant _____

Street Address _____

City/Town _____ Province _____ Postal Code _____

Phone Number (Home) _____ (Cell) _____ (Office) _____

Email Address _____

Name of Co-Applicant _____

Street Address (if different from Applicant) _____

City/Town _____ Province _____ Postal Code _____

I hereby give consent for the following to make enquiries or act on my behalf regarding this application

Signature _____ Date _____

Name _____ Phone _____

Email Address _____



NEWFOUNDLAND AND LABRADOR, CANADA

CS – Application for Accommodation				Community Services	
Current Accommodations				SECTION 3	
Owned	Rented	Boarding	Other _____	# of Bedrooms _____	
I/We live in:					
House	Apartment	Bachelor	Bedsitter	Other _____	
Monthly Mortgage/Rent Payments					
Average Monthly Cost of Utilities (Heat and Hot Water)					
Total Monthly Rent/Mortgage plus Utilities					
Name of Present Landlord (if applicable) _____					
Phone Number of Present Landlord (if applicable) _____					
Length of Present Tenancy _____ From (yyyy-mm-dd) _____ To _____					
Number of Pets _____ Kinds of Pets _____					
Number of Vehicles _____ Make and Model _____					
Mobility Considerations				SECTION 4	
Of the total number of individuals in your home requiring accommodations, does anyone have a disability or mobility challenge relevant to your housing needs?					
Yes No					
If YES, please attach an explanatory letter.					
Past Accommodations				SECTION 5	
Previous Address (if less than 2 years at present address) _____					
Why are you seeking other accommodations:					
Additional Information				SECTION 6	
Have you ever lived in housing provided by the City of St. John's? Yes No					
If YES, please provide address _____					
Have you ever lived in housing subsidized by Newfoundland Labrador Housing? Yes No					
If YES, please provide address _____					
How did you hear about City of St. John's Housing? _____					

CS – Application for Accommodation

Community Services

Other people that will be living with you

SECTION 7

Name	Relationship to Applicant	Marital Status	Gender	Date of Birth (yyyy-mm-dd)	Social Insurance Number
	SELF				

NOTE: Marital Status can be either: S = Single, M = Married, W = Widowed, D = Divorced, Sep = Separated, or C = Common-Law

Employment Information

SECTION 8

Current Employer _____ Current Job Title _____
 Employer's Address _____ Employer's Phone _____

Co-Applicant's Employer _____ Current Job Title _____
 Employer's Address _____ Employer's Phone _____

Income Information

SECTION 9

NOTE: All gross monthly income must be declared for each household member over the age of 18.

Most recent Proof of Income Statement (formerly called Option C) must be attached for each household member 18 years of age and over before application is processed.

Name	Employment	Self Employment	Income Support	Employment Insurance	Pensions (CPP, Private)	Old Age Security (OAS)	Other



NEWFOUNDLAND AND LABRADOR, CANADA

Applicant Declaration

SECTION 10

- I/We declare all information provided in this application to be complete and true. I/We agree that any information requested on this application not completed or forwarded to the Housing Division shall result in the application being returned unprocessed. It is the applicant’s sole responsibility to provide the required disclosure and documentation requested above.
- I/We further acknowledge the right of Housing Division or its agent(s), at any time prior to the execution and delivery to me/us for housing hereby applied for, to withdraw, revoke, or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.
- I/We understand that the information provided in this application is being collected for the purpose of administering City of St. John’s Housing programs. This information will only be disclosed to other organizations that may need to be contacted to process your application as necessary.
- I/We understand and acknowledge that this application is valid for a period of 12 months only, after which time this application shall expire and a new one would be required.

Signature of Applicant _____ Date _____

Signature of Co-applicant _____ Date _____

Please Note: Your application will expire after 12 months. It is your responsibility to keep your application up to date.

To determine the need for housing, each application is reviewed based on the information and supporting documentation provided.

Privacy Notice

SECTION 11

Collection of personal information via this form is authorized by the Access to Information and Protection of Privacy Act, 2015 (“the ATIPPA”) and is needed to process your Application for Accommodation. We may disclose your personal information to other organizations such as Newfoundland and Labrador Housing Corporation (NLHC) as necessary and in accordance with the ATIPPA. Questions about the collection, use, and disclosure of your information may be directed to the Manager of Housing, Community Services, housing@stjohns.ca or 709-576-8196.

To submit an application or for further information, please contact:

Housing Division
 City of St. John’s
 P.O. Box 908
 10 New Gower Street
 St. John’s, NL A1C 5M2

Phone: 709-576-8196
 Email: housing@stjohns.ca
 Fax: 709-576-8078
 In-person: 10 New Gower Street
 Website: www.stjohns.ca

To check on the status of an application, please email housing@stjohns.ca or call 709-576-8196.

LOWER END OF MARKET RENTAL UNITS (LEM)

The City of St. John’s has 268 units which fall into this category.
 Eligibility is based on household income.
 Units range from one to four bedrooms.
 Tenants pay own utilities.

Riverhead Towers (30 Hamilton Avenue)	<ul style="list-style-type: none"> • 64 two-bedroom • 1 one-bedroom • No pets allowed • Smoke free (for all new tenants since 2008)
15-39 Cuckhold’s Cove Road	<ul style="list-style-type: none"> • 5 townhouses and 8 semi-detached houses • 3 bedrooms
179-229 Forest Road	<ul style="list-style-type: none"> • 26 townhouses • 3 and 4 bedrooms
Rawlins Cross	<ul style="list-style-type: none"> • 25 apartments in downtown area • 1 and 2 bedrooms • No pets allowed • Smoke free (for all new tenants since 2008)
Fahey’s Row	<ul style="list-style-type: none"> • 10 apartments • 1 and 3 bedrooms
66-92 Alexander Street and 131-153 Hamilton Avenue	<ul style="list-style-type: none"> • 24 semi-detached houses • 3 and 4 bedrooms
2-16 Carnell Street and 2-32 Larkin’s Square	<ul style="list-style-type: none"> • 4 townhouses and 20 semi-attached houses • 3 and 4 bedrooms
65-79 Carter’s Hill and 12-34 Goodview Street	<ul style="list-style-type: none"> • 20 apartments • 3 and 4 bedrooms
1-29 Sebastian Court	<ul style="list-style-type: none"> • 29 townhouses • 2, 3 and 4 bedrooms

An additional 32 apartments/houses are provided through infill housing located in the downtown and west end areas of the City.

Rent Geared to Income Units (RGI)

The City of St. John’s has 156 units which fall into this category.
 Units are geared to low-income individuals and families.
 Rents are based on 25% of gross household income (minus EI, CPP and Income Tax).
 Small surcharge for heat and light.

115-141 Hamlyn Road	<ul style="list-style-type: none"> • 26 semi-detached houses • 3 and 4 bedrooms
Rockcrest Court	<ul style="list-style-type: none"> • 19 townhouses • 2 and 3 bedrooms
1-15 Bastow Court and 1-11 Mifflin Court	<ul style="list-style-type: none"> • 26 townhouses • 1, 2 and 3 bedrooms • 4 designated accessible
49-51 Cochrane Street	<ul style="list-style-type: none"> • 11 one-bedroom apartments • No pets allowed • Smoke free (for all new tenants since 2008)
174 Campbell Avenue	<ul style="list-style-type: none"> • 11 apartments • 1 and 2 bedrooms • 3 designated accessible • No pets allowed • Smoke free (for all new tenants since 2008)

An additional 63 apartments/houses are provided through infill housing located in the downtown, central and west end of the City.

Affordable Housing Units (AF)

The City of St. John’s has 30 units which fall into this category.
 Rents are pre-set and subject to annual review.
 Applicant’s income must be \$32,500 or less.
 Tenant pays own utilities.
 Small surcharge for laundry and hot water.

77 Charter Avenue	<ul style="list-style-type: none"> • 24 one-bedroom apartments (2nd and 3rd floors only) • No pets allowed • Smoke free
74 Churchill Avenue – in partnership with Community Supportive Living Inc. (CSLI)	<ul style="list-style-type: none"> • 6-plex • 1 bedroom – all accessible • No pets allowed • Smoke free
Nagle’s Manor (15 Convent Square)	<ul style="list-style-type: none"> • 22 apartments, 1 and 2 bedrooms • 3 designated accessible • No pets allowed • Smoke free