



Housing Stability Program Application

The Housing Stability Program (HSP) assists households who are at-risk of homelessness or are currently homeless. The maximum assistance for arrears is two months. Please be prepared to show how you will pay any excess arrears when applying for assistance for more than two months of arrears. If you are applying for last month's rent and you are currently living in a rental unit, you must provide a reason for why you are moving (e.g. you obtained new employment and are moving closer to work, you are moving to cheaper accommodations, etc.). Before completing an application, please read the following carefully.

General reasons why your application will not be approved:

- The accommodation is unaffordable (spending approximately 80% of income or more towards accommodation costs.)
- You have received HSP assistance within the last 24 months.
- Your household income is over the gross income limit¹ (see below.)
- Your household assets are over the asset limit² (see below.)
- Your accommodations are not covered under the *Residential Tenancies Act, 2006* (e.g. shared living arrangements with the landlord, transitional housing, group home, retirement home.)
- You are not a Durham resident. You must provide proof that you have been a resident of Durham Region for the last 3 months. A shelter address will not be accepted as proof of residency.
- Your landlord will not sign documentation from our office to confirm s/he will accept our payment.

Your application for last month's rent will not be approved if:

- You have paid last month's rent at your current address. Under the *Residential Tenancies Act, 2006*, you are required to provide your current landlord with 60 days' notice of your move and use the last month's rent deposit towards your new address. For example, on May 1st you notify your landlord you are moving out on June 30th. The last month's rent deposit you paid when you moved in will

¹ The gross income limits are as follows: Income limits apply in relation to the largest unit for which household is eligible under the occupancy standards.

Bach/1 Bedroom	2 Bedrooms	3 Bedrooms	4+ Bedrooms
\$37,000	\$42,000	\$49,000	\$59,500

² The asset limit for a single person is \$50,000. The asset limit for all other households is \$75,000.



be applied towards your June rent. In lieu of paying your June rent, you now have access to funds for last month's rent for your new address.

- You have already paid the last month's rent deposit or moved in/obtained the keys to the unit.

Your application for arrears will not be approved if:

- There has already been a Landlord and Tenant Board order on your current arrears.
- You have not provided a sufficient explanation as to why you fell into the arrears and how the situation has been resolved so that this will be prevented in the future.

Please note the Housing Stability Program has limited funds each year. While we do our best to process all applications, there may be a delay in processing your application due to funding availability.

You may email, fax, mail or drop off your application:

Community Development Council Durham
458 Fairall Street, Unit #4
Ajax, Ontario L1S 1R6
Tel: 905-686-2661 Fax: 905-686-0984
info@cdcd.org

If you are unclear and require assistance completing an application, please contact one of our staff.



Required list of support documents:

If applying for Rental Arrears please provide:

1. Proof of current gross combined income of all people in household (e.g. pay stubs, benefit statements from social assistance).
2. One piece of government issued ID for all household members occupying the unit.
3. Proof of current rental arrears in form of N4 or C4 Notice from Landlord and or Tribunal documents received to date.
4. Copy of most recent bank statement for applicant.
5. Signed Housing Stability Program application.

If applying for Utility Arrears please provide:

1. Proof of current gross combined income of all people in household (e.g. pay stubs, benefit statements from social assistance).
2. One piece of government issued ID for all household members occupying the unit.
3. Proof that current rent/mortgage is in good standing and paid up to date.
4. If applicant is a homeowner please provide proof of mortgage outstanding on the property in relation to a recent Municipal Property Taxes Assessment, in order for our office to determine assets for the household. This can be obtained by calling MPAC at 1 866 296-6722.
5. Copy of most recent Bank statement from all household members.
6. Copy of utility bill showing arrears.
7. Copy of completed consent to disclose personal information document for the utility provider.
8. Signed Housing Stability Program application.

If applying for Last Month's Rent please provide:

1. Proof of current gross combined income of all people in household (e.g. pay stubs, benefit statements from social assistance).
2. One piece of government issued ID for all household members occupying the unit.
3. Completed Intent to Rent Form
4. Copy of most recent Bank statement for applicant and co-applicant.
5. Verbal consent to speak with the potential new landlord to determine eligibility.
6. Proof you can pay the first month's rent.
7. Signed Housing Stability Program application.

If applying for Moving Costs please provide:

1. Proof of current gross combined income of all people in household (e.g. pay stubs, benefit statements from social assistance).
2. One piece of government issued ID for all household members occupying the unit.
3. Quote in writing from a moving company of the cost of the move.
4. Copy of new lease.
5. Copy of most recent Bank statement for applicant and co-applicant.
6. Signed Housing Stability Program application.