

APPLICATION FOR MARKET RENT ACCOMMODATION: Instructions

Please read these instructions carefully. Before submitting your application, please make sure that you have included the following information.

APPLICATION FORM:

Your application form must be **completely** filled out and signed by every member of your household who is 16 years of age and older. **Use the back of the form if you need more space.**

ASSESSMENT OF ABILITY TO PAY RENT:

INCOME VERIFICATION: You must include proof of your current income and 3-5 year income history for each household member listed on the application form.

Current income documentation **must include:**

a) A recent pay stub showing your gross income

and

A letter of employment for each employed member of your household, stating:

- i) the name, address, and phone number of the employer
- ii) gross annual salary
- iii) length of employment

and/or

b) A recent cheque stub from social assistance with a copy of your Drug Card, pensions or other sources of income

and/or

c) Income verification from a certified accountant or a certified copy of your most recent tax return if you are self-employed

RENTAL HISTORY:

You must provide a detailed rental history for a minimum of 3-5 years. You must provide enough information so that Toronto Community Housing can contact the landlords you have listed on your application form for more information about your rental history.

CREDIT REFERENCES:

Toronto Community Housing may obtain a rental report from **Rent Check** and a credit check from **Equifax**. If we cannot get any information, we may request more information from you.

PERSONAL IDENTIFICATION:

You must provide copies of **2** pieces of identification for each household member 16 years of age and older:

1. Documentation that provides proof of Status in Canada.
2. Photo identification (eg, driver's licence)

WHERE TO APPLY:

You may return your completed application including **all** required documentation, by mail, fax, or in person to the Operating Unit Office location identified in the Vacancy Listing online.

For further information call 416-981-RENT(7368)

If your application is not complete or documents are missing, it will be returned to you.