

Community Housing Application Checklist

BEFORE submitting your application package for community housing, please review the checklist below and ensure that you have included everything in Part 1, and any additional documents in Part 2 which apply to your household. Please see Part 3 if you are applying for special priority or urgent status.

Incomplete applications will be returned to you, and your household will not be added to the waitlist until you submit a complete application package.

Part 1:

Did you....

- Sign your **completed** RGI Housing Application?
- Complete **all** sections of the RGI Housing Application form?
- Complete the Building Selection Form **including** your name?
- Provide a **copy of proof of status** in Canada for **all** members of the household?
- Provide **proof of all income sources** for **all** members of the household over 18. Full-time students do not need to provide proof of income.

Part 2:

Do any of the following apply:

- A **Repayment Agreement** - if a household member has outstanding arrears with a social housing provider.
- A **Shared Custody Agreement or Child Tax Benefit Notice** - if you plan to have your child(ren) reside you.
- A signed **Divestment Form** - if a household member owns property.
- A **proof of pregnancy** if a household member is expecting a baby.
- Full-time **students** over the age of 18 must provide **proof of enrollment in full-time studies** from an accredited education institution.

Part 3:

If you are applying for **Special Priority** (SPP-DV or SPP-HT), or **Urgent Status** (Homeless, Medical, Social), please ensure that in addition to the **requirements** of Part 1 and Part 2 (above) you **also include** the following:

SPP – DV (Survivors of Domestic Violence):

- **Complete** Part 1 and if applicable Part 2 above (Community Housing Application and supporting documents)
- Request for Special Priority Form **completed and signed** by the applicant and a qualified professional.
- **Proof of Cohabitation** with the abuser in the past 6 months
- A letter completed by a **qualified professional, signed** and on company/organization letterhead



SPP-HT (Survivors of Human Trafficking):

- Complete Part 1, and if applicable Part 2 above (Community Housing Application and supporting documents)
- Request for Special Priority – Human Trafficking Form **completed** and **signed** by the applicant and a **qualified professional** who can verify that human trafficking has taken place.
- A letter from a qualified professional (see form for a list of qualified professionals) on agency letterhead and **signed**, indicating that the human trafficking took place in the past 6 months, or that there is an ongoing risk.

Urgent Homeless, Medical or Social Status:

- **Complete** Part 1, and if applicable Part 2 above (Community Housing Application and supporting documents).
- Review the form for the Urgent Status you are requesting. Ensure that you **meet the criteria** and can provide the required documentation.
- **Fill out all** of Section 1 of the Request for Urgent Homeless/Social/Medical Status Form.
- **Sign** Section 2 of the form.
- A professional or agency (as defined on Page 1 of the Form) must complete Section 3 of the form and provide a letter outlining the circumstances of the applicant's urgent status.

Provide any additional supporting documents which might help to highlight the circumstances of your urgent need for housing.

