

# BRANTFORD ACCESS TO HOUSING **Applicant Information Guide**



**Brantford Access  
To Housing**



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## ABOUT BRANTFORD ACCESS TO HOUSING

Brantford Access To Housing (BATH) is a one-window access centre to most social housing providers' waiting lists in the City of Brantford and the County of Brant. The BATH system is administered by the City of Brantford's Housing Department and is the only place you have to contact to apply for most Rent-Geared-to-Income Housing and to update your application.

The housing providers who contact the BATH system to fill their vacant units are included in this booklet starting on page 14. The housing providers who are not required to use the BATH system are also listed on pages 14 and 15. You need to contact them directly to apply.

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## WHO IS ELIGIBLE FOR RENT- GEARED-TO-INCOME (RGI) HOUSING?

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You may be eligible if:

- You are at least 16 years old.
- All members of the household are legal residents of Canada or refugee claimants. You will be required to provide proof of Canadian citizenship (i.e. copy of birth certificate, notice of birth registration, copy of passport etc.)
- No member of the household owes money to any social housing program
- No member of the household is currently under a deportation, departure, or exclusion order to leave Canada.
- No member of the household has been convicted of an offence in relation to RGI assistance or found to have misrepresented their income for the purpose of receiving RGI assistance.

- If you own a home or a principle residence elsewhere, you must agree to sell it in order to receive rent-gear-to-income assistance. The sale must take place within six months of being housed and the proceeds of the sale will be considered in determining your rent.
- When it is closer to the time you are offered housing, you must be able to live independently, with or without support services (which you must arrange). An individual is considered to be able to live independently if he or she is able to perform the normal essential activities of day-to-day living; or can do so with the aid of support services and demonstrates that those support services will be provided when they are required.


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### I NEED A WHEELCHAIR ACCESSIBLE OR MODIFIED UNIT

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Several housing providers have units that have been modified to accommodate wheelchairs or other equipment because of a physical disability.

To be eligible for one of these units you must supply information from your doctor that you require a modified unit. You must be able to live independently in this unit with supports provided by community agencies. It will be up to you to retain these supports.

Please look for this symbol  beside the building selections that indicate what locations have modified units and the size of these units.

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### KEEPING YOUR APPLICATION CURRENT

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It is very important that you keep the information on your file up to date.

**If we cannot get in touch with you, you may lose your chance for a unit and you may have to reapply, which means going to the bottom of the list.**

Once a year you will receive an UPDATE form. You must respond by the date indicated on the form or your application will be cancelled and you will need to reapply.

If you change your address or phone number you must let us know because we may try to call you or write to you.

**If you want to add or delete locations where you want to live, you must notify our office.**

This is important because if you were offered a building where you do not want to live this would be treated as a refusal. You can only refuse three offers of housing.

**If the number of people in your household changes, you must notify our office.**

This is important because the number of people in your household determines the number of bedrooms you qualify for. Waiting lists are sorted by bedroom size at each location, so you want to make sure you are on the right waiting list.

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**I DO NOT HAVE AN INCOME.  
AM I ELIGIBLE FOR SOCIAL  
HOUSING?**

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Before being offered housing you may be required to pursue income from one or more of the following sources:

- Ontario Works
- Ontario Disability Support Program (ODSP)
- Support Payments, Child Support, Employment Insurance, any pension or support payments required under a sponsorship agreement

Failure to pursue a specific type of income within the required time frame will result in a decision of ineligibility.

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## WHAT TYPES OF HOUSING CAN I APPLY FOR?

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### **Co-operative**

Co-operative housing is non-profit housing, but is run by the people that live there who are referred to as members. On a voluntary basis, co-op members work together to share the responsibility of ensuring their housing community is strong and vibrant. Each co-op has a membership committee that is responsible for the selection of new members. Each co-op elects a Board of Directors from its membership.

### **Non-Profit Housing**

Non-profit housing is not for profit housing, owned and managed by community-based organizations. They have independent Boards of Directors. These community organizations provide affordable housing for people whose income, age, social needs or health needs prevent them from finding adequate housing in the private rental sector.

### **Brantford Municipal Housing**

The City of Brantford owns and manages several sites for families, singles and seniors.

### **Rent Supplement and Housing Allowance Programs**

In this program, the Housing Department enters into agreements with private rental landlords for units to be rented to tenants with lower incomes. Tenants pay a portion of their rent (according to the program they are funded by) and the remainder is paid to the landlord by the Housing Department to subsidize the difference up to the agreed market rent for the unit.

## Native Housing

If you are of native ancestry and wish to apply for Native Housing you should check off the box on page 3 of the application form. Brant Native Housing will have access to your application and information online.

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### WHAT HAPPENS WHEN BATH RECEIVES MY APPLICATION?

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New applications are processed by the Housing Department. A complete application means that all the documents you must provide are included. You will be told in writing within seven business days if your application is complete. If it is not complete we will let you know what information we need. You have 20 business days to provide the missing information or your application will be cancelled.

You will receive a letter stating that your application is complete and what waiting lists you qualify

for. If you disagree with anything in the letter you should contact the Housing Department to discuss it. If the issue cannot be resolved, you can request an Internal Review.

### **Once you are on the waiting list:**

If you want to update any information about your housing application, after you have received a letter stating that you are eligible, you will contact:

The Housing Department  
220 Colborne St., P.O. Box 845  
Brantford, ON  
N3T 5R7  
(519)759-3330

You can fax your application and documents, and/or requests for changes to (519) 759-1932.



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## HOW MUCH RENT WILL I PAY?

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Rent-gear-to-income (RGI) is based on 30% of your household's gross monthly income.

If you are receiving assistance from Ontario Works or the Ontario Disability Support Program, rent is based on a social assistance rent scale. Other adjustments may apply that could increase or decrease the rent you pay, such as utilities or parking. This will depend on the location you move into.

In co-operatives, residents pay a "housing charge".

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## DO I GET TO CHOOSE WHERE I WANT TO LIVE?

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Yes. You can choose one or many locations. Your application will be added to the waiting lists for each location where you are eligible.

Please make sure that the buildings you pick have the unit sizes that you

qualify for. The more locations/sites you choose, the faster you are likely to be housed. If you wish to change, add or remove your housing selections, this must be submitted in writing.

You are only allowed to have three refusals of housing offers, so make sure you make choices you can live with. If you refuse three offers you lose your eligibility and place on the waiting list. You must start over, which means you will go to the bottom of the list.

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## HOW MANY BEDROOMS CAN I HAVE?

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When you are picking the locations where you want to live, you mark the size(s) of units you are applying for. You can choose more than one bedroom size, if it fits for your family.

- There can be no less than one person per bedroom
- Applicants can choose to have two people share a bedroom

- Couples are given one bedroom
- If there is a documented medical need, an extra bedroom will be provided.

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## HOW ARE PEOPLE CHOSEN FOR HOUSING?

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The system for selecting households is based primarily on date of application or first come, first served. There are some exceptions.

### **Special Priority**

Special Priority may be given to your application if you are living with someone who threatens your safety or the safety of other household members. Please see page 6 of the application form for more information on this. Special Priority applicants are ranked highest on the BATH centralized waiting list.

If you are applying for Special Priority you must ALSO complete a Special Priority Application form

(pink) and have a community professional listed on this form verify your circumstances.

### **Homeless Priority**

Priority is also given to individuals and families who are homeless. Applicants wishing to apply for Homeless Priority must meet the definition of “homeless” on the blue application form and must have a qualified community professional verify their circumstances.

Housing providers offer every tenth vacancy in their project to applicants on the Homeless Priority list.

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## HOW WILL I BE CONTACTED FOR AN OFFER?

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Since units are rented promptly, housing providers require a daytime telephone number so they can call you when a unit becomes available.

If you cannot be reached during the day, please give us the telephone

number of a contact person who can be reached during the day so they can pass on the message to you.

You will have three offers of accommodation. If you refuse all three offers your application will be cancelled and you will have to reapply.

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### HOW LONG DO I HAVE TO WAIT?

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For most people the waiting list is at least two years. Some waiting lists are longer than others and it is difficult to predict when your name will be at the top of the list.

That is why it is very important to keep the Housing Department aware of any changes in your application information.

Although we cannot guarantee how long you will wait before you are contacted with an offer for housing, below are approximate wait times:

- Single Bachelor 3 to 4 years
- Single 1 Bedroom 5 to 9 years
- Family 2 Bedrooms 2 to 5 years
- Family 3 Bedrooms 2 to 4 years
- Family 4-5 Bedrooms 3 to 5 years
- Senior 1 Bedroom 9 months to 2.5 years

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### ARE YOU INTERESTED IN A MARKET RENT UNIT?

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Many housing providers in Brantford and Brant County have both RGI and market rent units in their housing communities. The reason for this mix is so that the housing communities reflect the type of mixed incomes that you would find anywhere in the community.

Market rent is the rent or housing charge that housing providers charge tenants who are not getting a subsidy. The rent is set in comparison to similar rental housing in the area. The City of Brantford also has several market

rent properties. Please complete a “Market Rent” application and your name will be added to the Market Rent list for some properties managed by the Brantford Municipal Housing department. You can also contact other housing providers directly to apply for their market rent units. The provider contact information is listed on pages 14 & 15.

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### I NEED A SUBSIDY BUT I AM WILLING TO PAY MARKET RENT

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Some people are willing to pay market rent, even though it is expensive and they really need Rent-Geared-to-Income assistance. If you want to pay market rent, but still need a subsidy, please let us know on the application. We will put your name on the waiting list for RGI.

If you move in paying market rent, you can remain on the waiting list for a subsidy in your unit until your name comes to the top of the waiting list.

## IMPORTANT INFORMATION FOR APPLICANTS & TENANTS

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### WHAT IF I DON'T AGREE WITH A DECISION THAT WAS MADE?

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#### **Internal Review**

If BATH or a housing provider decides that you are not eligible for rent-geared-to-income housing, you will be told in writing. If you do not agree with the decision, you must request an Internal Review in writing within 10 business days. Your case will be reviewed within 10 business days and you will get a letter telling you about the results of your review within seven business days of the decision.

#### **Opportunity to Comment**

If BATH or your housing provider receives information from another person or agency that may affect your eligibility for RGI housing, you

will be advised in writing. You will have 30 days to comment on this information. If you do not comment, a decision will be made about your eligibility. You can then ask for an Internal Review of this decision.

### Legal Clinic

If you would like free legal advice you may contact the Community Legal Clinic – Brant, Haldimand, Norfolk at 1100 Clarence Street South, Suite 203, Brantford, ON at 519-752-8669.

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### RULES FOR OVERHOUSED RESIDENTS

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In Brantford and Brant County there are standards for the number of people who can live in a RGI unit. Generally, there should be at least one person per bedroom (couples are expected to share a bedroom unless there is a medical condition that requires an extra bedroom).

If your household size decreases, you must report the change to your housing provider within 30 days. The change in your household size may mean that you qualify for a smaller sized unit. Your housing provider will tell you this in writing.

If your housing provider has the right sized unit within its portfolio, you will be put on an Internal waiting list for a transfer. If you do not move within one year, your application will be placed on the BATH centralized waiting list for locations that have the right sized unit within the geographic area that you live (i.e. City of Brantford or County of Brant). You also have the right to choose to be on all waiting lists for all providers within the City or County that have the right sized unit for you.

If you refuse a total of three (3) offers from the Internal waiting list or the BATH centralized list to move to the right sized unit, your rent subsidy will be terminated with ninety (90) days notice.

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## WHAT IF I WANT TO MOVE TO ANOTHER HOUSING PROVIDER?

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You are free to move to another social housing provider's project, but your subsidy may not move with you.

If your housing provider determines that you are overhoused – too many bedrooms for the size of your household – you will have to move to the proper sized unit. This could be with another social housing provider. If this happens, your subsidy would move with you. See the information about overhousing on page 11.

If you want to move to another housing provider for other reasons (job location change, etc.), you will have to reapply by completing a new BATH application. Your name will go on the waiting lists, for the new locations you selected, based on the date of your new application for housing.

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## YOUR RIGHT TO PRIVACY

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If you have any questions about the collection and use of personal information, please contact:

Brant Access to Housing (BATH)  
City of Brantford Housing Dept.  
220 Colborne Street, P. O. Box 845  
Brantford ON N3T 5R7  
Phone (519) 759-3330

Personal information contained on your application and other documents is collected by the City of Brantford pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.F31.) or the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.M.56).

This information may be used to determine eligibility for housing applied to, continuation of housing and may be used for the appropriate Rent-Geared-to-Income charge.

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## BATH ONLINE

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You can also apply ONLINE for Rent-Geared-to-Income housing. Please follow these steps:

Go to [www.brantford.ca](http://www.brantford.ca), then scroll to the bottom of the page. In the “Quick Links” section, choose “Apply for Housing On-Line”. From the new page that will load, click on “apply on-line”. From there you can proceed with your application.

Please note that we require some forms to be downloaded, printed, completed, and signed. Before you start, make sure your computer has a working printer. As the forms are in PDF format you will need Adobe Acrobat or Adobe Reader installed on your computer.

## HOUSING PROVIDER LISTINGS

<b>Name</b>	<b>Address</b>	<b>Office Phone</b>	<b>Apply to BATH?</b>
<b>Brantford Municipal Housing</b>	<b>Office:</b> 220 Colborne St., Brantford	519-759-3330	Yes
Albion Towers	45 Albion St., Brantford	519-759-3330	Yes
Beckett Building	7 Bain St., Brantford	519-759-3330	Yes
Branlyn Meadows	2 - 10 Buchanan Cres., Brantford	519-759-3330	Yes
Brant Towers	5 Fordview Crt., Brantford	519-759-3330	Yes
Daleview Gardens	676 Grey St., Brantford	519-759-3330	Yes
Eastdale Gardens	359 Darling St., Brantford	519-759-3330	Yes
Heritage House	40 Queen St., Brantford	519-759-3330	Yes
Lorne Towers	24 Colborne St. West, Brantford	519-759-3330	Yes
Northland Gardens	56 & 68 Memorial Dr., Brantford	519-759-3330	Yes
	50 Hayhurst Rd., Brantford	519-759-3330	Yes
	332 North Park St., Brantford	519-759-3330	Yes
Riverside Gardens	43 - 45 Tecumseh St., Brantford	519-759-3330	Yes
	46 - 52 Pontiac St., Brantford	519-759-3330	Yes
	17 Marie St., Brantford	519-759-3330	Yes
Sunrise Villa	11 Park Ave., Burford	519-759-3330	Yes
Trillium Way	170 Trillium Way, Paris	519-759-3330	Yes
Walker's Green	33 Main St., Paris	519-759-3330	Yes
Willow Street	40 - 50 Willow St., Paris	519-759-3330	Yes
Winston Court	22 Gladstone Ave., Brantford	519-759-3330	Yes
	124 Ontario St., Brantford	519-759-3330	Yes
	18 Aberdeen Ave., Brantford	519-759-3330	Yes
Woodlawn Meadows	Woodlawn Ave., Inverness St., Roman Cres., Balmoral Dr., and Thistledown Blvd., Brantford	519-759-3330	Yes



## HOUSING PROVIDER LISTINGS

<b>Name</b>	<b>Address</b>	<b>Office Phone</b>	<b>Apply to BATH?</b>
Applegate Co-op	104 Tollgate Rd., Brantford	877-336-4283	No - apply directly
Brantford Native Housing	Office: 318 ½ Colborne St., Brantford Various locations	519-756-2205	Yes
Cahaigue Co-op	76 Craig St., Brantford	519-753-5911	No - apply directly
Drumlin Co-op	99 Sympatica Cres., Brantford	519-752-6629	No - apply directly
Grey Winds	454 - 470 Grey St., Brantford	519-304-3149	Yes
Harmony Non-Profit Homes	4 - 22 D'Aubigny Rd., Brantford	877-336-4283	Yes
Jaycee's Non-Profit Homes	Office: 73 Pearl St., Brantford Various locations	519-759-4799	Yes
Nelson Heights (Formally Y Apts)	104 Nelson St., Brantford	888-777-9320	Yes
Saorsie Co-op	183 - 185 Pearl St., Brantford	519-754-0167	Yes
St. Basil's Community Homes	73 -75 Pearl St., Brantford	519-759-4799	Yes
Silver Pines	401 - 427 Dunsdon St., Brantford	519-304-3149	Yes
South Dumfries Non-Profit	50 High St., St. George	519-448-1432	Yes
Terraces of Charing Cross	230 - 236 Charing Cross St., Brantford	905-545-4654	Yes
Westglen Co-op	47 Galileo Blvd., Brantford	519-304-0397	Yes
Wicklow Co-op	80 - 82 Tecumseh St., Brantford	519-757-1022	No - apply directly

# NOTES





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f: (519) 759-1932  
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