

**APPLICATION FOR RICHVIEW RESIDENCE  
CLEMENT BUILDING**



**\*Please note that as of May 1<sup>st</sup>, 2011 a Non-Smoking policy is in effect.**

**APPLICANT INFORMATION:**

\_\_\_ Mr. \_\_\_ Mrs. \_\_\_\_\_  
\_\_\_ Miss \_\_\_ Ms. Last Name First Name Initial

Home Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

Current Address: \_\_\_\_\_

At this address, do you RENT or OWN? (circle one)

Date of Birth: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day Gender: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Canadian Citizen \_\_\_\_\_ Landed Immigrant (Date entered Canada)  
Were you sponsored to Canada? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(Please provide copy of Record of Landing" with Application if landed under ten years.)*

**CO-APPLICANT INFORMATION:**

\_\_\_ Mr. \_\_\_ Mrs. \_\_\_\_\_  
\_\_\_ Miss \_\_\_ Ms. Last Name First Name Initial

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Current Address: \_\_\_\_\_

At this address, do you RENT or OWN? (circle one)

Date of Birth: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day Gender: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Canadian Citizen \_\_\_\_\_ Landed Immigrant (Date entered Canada)  
Were you sponsored to Canada? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(Please provide copy of Record of Landing with Application if landed under ten years.)*

**SUITE TYPE & PARKING REQUIREMENTS:**

I am applying for a ONE BEDROOM / TWO BEDROOM / JUNIOR ONE BEDROOM apartment (circle one).

Do you require a parking space? Yes/No (circle one) If yes, how many spaces do you require? \_\_\_\_

## RENTAL/RESIDENTIAL HISTORY:

Have you or the co-applicant ever been in rent arrears? Yes/No (circle one). If yes, please provide details: \_\_\_\_\_

State previous addresses where you and/or your co-applicant (if applicable) have resided over the past five years, if different from current address:

1. Address: \_\_\_\_\_

Resided from \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name & Phone Number of Landlord (if applicable):

\_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

2. Address: \_\_\_\_\_

Resided from \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name & Phone Number of Landlord (if applicable):

\_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

3. Address: \_\_\_\_\_

Resided from \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Name & Phone Number of Landlord (if applicable):

\_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

## NEEDS ASSESSMENT/SUITABILITY FOR RESIDENCY:

Richview Residence is a non-profit housing facility for seniors who are capable of living independently. However, we do provide programs, services and facilities to enhance the quality of life of our residents as they age in place. As a resident, please indicate the extent to which you anticipate the need of each of the following:

1. Congregate Dining Program (providing lunch and dinner on weekdays and limited weekend service): Great Need / Moderate Need / No Need (circle one)

2. Special suite accommodation designed for wheelchair users:  
Great Need / Moderate Need / No Need (circle one)

3. Supportive Housing services including care coordination, personal support and emergency response: Great Need / Moderate Need / No Need (circle one)

Why would you like to live at Richview Residence? \_\_\_\_\_

\_\_\_\_\_

Specify any relevant health problems or disabilities: \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

### **ALTERNATE CONTACTS:**

If Richview Residence is unable to contact the Applicant or Co-Applicant, we will attempt to contact you through the alternate contact information you provide as follows:

1. Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

### **APPLICANT/CO-APPLICANT SIGNATURES:**

I/we are in agreement with the submission of this application for Richview Residence:

\_\_\_\_\_  
Applicant Signature                      Co-Applicant Signature                      Date

*The information in this application is being collected in compliance with the requirements of the Federal Privacy Information Protection and Electronic Documents Act as follows:*

### **CONSENT FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:**

#### **What is "Personal Information"?**

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, assets, household composition, residency status, rent payment record, etc;
- opinions, evaluations, comments, social status, or disciplinary actions; and
- employee files, credit records, loan records, medical records, existence of a dispute between a landlord and a tenant, intentions (for example, to acquire goods or services, or change jobs).

Personal information does not include the name, title, business address or telephone number of an employee of an organization.

#### **Collection and Use of Your Personal Information**

The Richview Baptist Foundation will collect, retain and use the personal information provided by you in your application and its attachments for the following purposes:

- considering your application for tenancy;

- verifying the information that you have provided in your application and its attachments relating to the administration and processing of your application for tenancy;
- calculating your rent;
- meeting legal and regulatory requirements arising out of or relating to your tenancy;
- for the use of the Richview Baptist Foundation's auditor to verify our financial records;
- for the purpose of contacting necessary services or your next-of-kin in case of emergency;

**Disclosure of Your Personal Information**

The Richview Baptist Foundation will disclose the personal information provided by you in your application to the following parties for the purposes described above to any social agency providing any form of assistance to you, or other government subsidy under the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*, or any government department responsible for social housing programs under the *Housing Services Act*, or the Richview Baptist Foundation's housing portfolio operating agreement;

- to the Government of Canada, a department, ministry or agency of it, without further notice to me if the information is necessary for the purpose of administering or enforcing the Income Tax Act (Canada) or the Immigration Act;
- to any agent working on behalf of Richview Baptist Foundation for the purposes of complying with the Housing Services Act;
- to relevant agencies or next of kin in case of emergency;
- to credit bureaus and other businesses that provide credit or rental history information about you;
- to a third party in connection with the potential or actual sale, reorganization, merger, consolidation or disposition of the business of the Richview Baptist Foundation and;
- to the Richview Community Care Services Corporation, who provides service to some of our residents. As part of the Richview Baptist Foundation's services to its residents, we will from time to time, release to the Richview Community Care Services Corporation information and data that is reasonably required for them to perform their services to residents of our facilities.

**Consent**

I authorize and agree that the Richview Baptist Foundation may collect, use and disclose the personal information that I have provided in my application and its attachments as described above. I understand and acknowledge that, in addition to the foregoing, the Richview Baptist Foundation will also collect, use and disclose my personal information as required or permitted by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(To be signed by all individuals who have applied for tenancy at Richview Residence.)**

*A complete copy of the Richview Baptist Foundation's Privacy, Review and Internal Transfer policies are available at [www.richviewresidence.org](http://www.richviewresidence.org) or by request at our office (416) 247-5316.*