

Frequently Asked Questions

Who is Housing Access Peterborough (HAP)?

HAP manages the centralized wait list for Affordable Housing units in the City and Peterborough County for properties listed. The HAP office is at the Peterborough Social Services office at 178 Charlotte St, Peterborough, in the Charlotte Mews.

What is this application for?

This application is for Affordable Housing.

The rates for Affordable Housing are generally set between 60 to 90% of the local average market rent. Rental rates for these units typically increase each year, as per provincial rent control guidelines.

Who can apply?

There are some rules on who can apply for social housing. Please confirm you are eligible before applying. (see page 2)

When will I get housing?

Your wait time depends on many factors, including how many places you apply to and where you qualify. **This Centralized Wait List is not emergency housing.**

**It is important to only select places you would move into. You will only get one offer of housing when your name comes up on the list. If you do not accept an offer of housing, you will be taken off the waitlist for housing.

What are other housing options in Peterborough City and County?

**Please note: If you are interested in RGI (Rent Geared to Income) housing, you must complete a different application form. An application for RGI can be accessed by visiting:

<https://www.peterborough.ca/en/city-services/housing-access-peterborough.aspx#RGI-Housing-Application>

Save Application as a PDF

Download this Affordable Housing Application before you start filling out the form fields.

Confirm you are Eligible

Before you can apply, confirm you are eligible. Apply for Affordable Housing if you meet the following criteria:

- You can live independently without support services or can arrange your own supports.
- You are, or someone else on your application is, over 16 years old.
- You are a Canadian citizen, a permanent resident of Canada, a refugee claimant, or you are applying to become a permanent resident. You are not under a removal order to leave Canada.
- You must not owe arrears to any landlord who makes units available to social housing.
- You, or any person on your application, has not been found guilty in the last 2 years of an offence related to any RGI assistance properties.
- Your income limit is within the allowable limits (see building list on pages 12-13)

Note: The maximum number of bedrooms allowed is one bedroom per single or couple, plus an additional bedroom for each family member.

Good to Know / Important Reminders

- If you own a residential property that is suitable for year-round occupancy, you must agree to sell within 6 months of being housed.
- You can be declined housing if you have been evicted from another social housing site in Ontario within the last 5 years because of certain types of illegal activity, and if you are a safety risk to others.
- Each person on the application form must pursue and apply for all sources of eligible income.
- You can send your supporting documents electronically. Contact HAP for more information.
- Tell us right away if:
 - You move.
 - Your telephone number changes.
 - Your email address changes.
- You will be removed from the wait list if we are not able to contact you to offer housing.
- We will contact you every year to update your information.

Affordable Housing Communities – Rent in affordable units is set at or below Average Market Rent (AMR and is not geared to the tenant's income. To be eligible for this housing your income must fall below certain limits at the time of application).

Application

Part A ; Instructions	
Step 1:	Confirm you are eligible (Refer to information on page 2)
Step 2:	Complete the application (Part B to Part J). <ul style="list-style-type: none"> All applicants listed in the application who are over 16 years old must sign the Collection, Consent and Declaration section (Part H). Attach copies of birth certificate/proof of citizenship for everyone on the application. Attach other documents if needed, such as proof of custody and medical documents. Contact HAP if you have questions about what to submit with your application.
Step 3:	Submit Application <ul style="list-style-type: none"> By email: hapinfo@peterborough.ca By mail: Housing Access Peterborough (HAP), Social Services 178 Charlotte St, PO Box 4138 Peterborough, ON, K9H 8S1 In person: Social Services reception desk at 178 Charlotte St, Peterborough (in the Charlotte Mews).
HAP will contact you to confirm your application was received and you are added to the wait list.	

Part B: Applicant #1 Information (main applicant)	
First & Last Name:	(name on status ID document)
Gender Identity:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)
Date of Birth:	(format date as YYYY-MM-DD)
Social Insurance #:	x x x x x x x x x x x x
Mailing Address:	(street/unit number, street name)
City:	Please enter the city where you live
Postal code:	a0a 0a0
Phone number 1:	x x x x x x x x x x type: work, cell, home
Phone number 2:	x x x x x x x x x x type:
Email:	email address
Contact me by:	<input type="checkbox"/> mail a letter <input type="checkbox"/> phone <input type="checkbox"/> e-mail <input type="checkbox"/> send a text (if available)
Preferred language	

Provide current address if different from mailing address above.

Current Address:	(street/unit number, street name)
City:	Please enter the city where you live
Postal code:	a0a 0a0

Housing Access Peterborough (HAP) Phone 705-748-8830 extension 3611 or 1-855-738-3755 Email hapinfo@peterborough.ca Social Services 178 Charlotte St. PO Box 4138, Peterborough, ON, K9J 8S1

My status in Canada is:

My status in Canada is:		Attach a copy of your birth certificate/ proof of citizenship for all household members.
-------------------------	--	---

Part C: Alternate Contact (optional)

First & Last Name:								
Relationship:	(relationship to Applicant #1)							
Agency/Shelter:	(provide name if applicable)							
Mailing Address:	(street/unit number, street name)							
City:								
Phone number:				-				
Email:								
<input type="checkbox"/> I understand that by providing an alternate contact I am authorizing the release of personal information about my application and receipt of offers of housing to the alternate contact and/or Agency I identify.								

Part D: Questions

D.1 Arrears (required)

Do you owe arrears (money) to another social housing provider in Ontario?

- No
- Yes. My application will include a copy of the repayment agreement.
- Yes. I do not have a repayment agreement.
(Stop your application here. The application must include a copy of the repayment agreement. Your next step is to contact the social housing provider that you owe money to.)

D.2 Convictions (required)

Have you, or any person on your application, been convicted of an offense related to RGI housing in the last 2 years?

- No.
- Yes. (Stop your application here. HAP will not be able to process your application.)

Part E: Household Information

Instructions

- List the information about all adults and children in your household that live with you full or part-time.
- The information you provide in this section will affect the unit size you are eligible for.
- If you are expecting a baby, add “baby” in **Relationship** box and add the due date.

Applicant #2 Information

First & Last Name:											
Relationship:	(relationship to applicant #1)										
Gender Identity:	<input type="checkbox"/> Female			<input type="checkbox"/> Male			<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)				
Date of Birth:				-			-				(format as YYYY-MM-DD)
Social Insurance #:				-			-				(9-digit number)
Applicant #2 is:	<input type="checkbox"/> Full-time household member					<input type="checkbox"/> Part-time household member					

<input type="checkbox"/> Status in Canada is same as Applicant #1 or											(write status)
<input type="checkbox"/> Address is same as Applicant #1 or											(write address)
Phone number:				-			-				Type:
Email:											

Applicant #3 Information

First & Last Name:											
Relationship:	(relationship to applicant #1)										
Gender Identity:	<input type="checkbox"/> Female			<input type="checkbox"/> Male			<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc.)				
Date of Birth:				-			-				(format date as YYYY-MM-DD)
Social Insurance #:				-			-				(9-digit number)
Applicant #4 is:	<input type="checkbox"/> Full-time household member					<input type="checkbox"/> Part-time household member					
<input type="checkbox"/> Status in Canada is same as Applicant #1 or											(write status)
<input type="checkbox"/> Address is same as Applicant #1 or											(write address)

Applicant #4 Information

First & Last Name:															
Relationship:															
Gender Identity:	<input type="checkbox"/> Female			<input type="checkbox"/> Male			<input type="checkbox"/> Other (trans, non-binary, two-spirit, etc)								
Date of Birth:					-					-					(format date as YYYY-MM-DD)
Social Insurance #:					-					-					(9- digit number)
Applicant #4 is:	<input type="checkbox"/> Full-time household member						<input type="checkbox"/> Part-time household member								
<input type="checkbox"/> Status in Canada is same as Applicant #1 or												(write status)			
<input type="checkbox"/> Address is same as Applicant #1 or												(write address)			

If you have more than 4 members of your household, please fill out and include an additional Household Information page available at www.peterborough.ca/hap.

Part F: Monthly Income (required)

F.1 Instructions

- List all the money that you and the people who will be living with you receive. This should be gross income (the amount before deductions).
- When you receive an offer of housing, all household member must give proof of their income.

Income Sources (Monthly Amount)	Applicant #1	Applicant #2	Applicant #3
Ontario Works (OW)	\$	\$	\$
Ontario Disability Support (ODSP)	\$	\$	\$
Full/Part-time Employment	\$	\$	\$
Self-Employment	\$	\$	\$
Employment Insurance (EI)	\$	\$	\$
Workers Compensation (WSIB)	\$	\$	\$
Old Age Security (OAS)/ Guaranteed Income Supplement (GIS)	\$	\$	\$
Guaranteed Annual Income System (GAINS)	\$	\$	\$
Canada Pension Plan (CPP) / CPP Disability	\$	\$	\$
Pension	\$	\$	\$
Immigrant/Government Sponsorship	\$	\$	\$
Other	\$	\$	\$
No Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	\$	\$	\$

Note: If you own a residential property that is suitable for year-round occupancy, you must agree to sell within 6 months of being housed.

Part G: Housing Preferences and Needs

G.1 Instructions

- Select your housing preferences/needs. If eligible for what you select, HAP will place you on the wait list for a unit that meets the options you select.
- Based on your application preferences, you will get one offer.
- If the unit offered to you includes features that you left blank, it will still count as an offer. If you do not want to live there, it will be counted as a refusal, and you will come off the waiting list.
- The more limitations you select, the longer you may have to wait for an offer of housing.

G.2 Stairs/Heights (required)

It is important to know what is accessible to you. Depending on your housing selections you may be required to climb stairs, or you may be offered an upper-storey unit (up to 14 floors).

Select all that apply.

- I have no preference. I can live on any floor level.
- I require a building with an elevator.
- I require a ground floor unit.
- I am able to climb stairs and live in a townhouse. I can use stairs to access a basement laundry room and washrooms/bedrooms upstairs.
- The highest floor level I would consider is:

Insert floor number	
---------------------	--

G.3 Parking

Many properties have limited parking. Some have a waiting list for available spots or have off-site options.

Check the box below if you are unwilling to consider other options.

- An immediate onsite parking space is mandatory for me.

G.4 Comments – Tell us about any other preferences you may have. (optional)

G.5 Number of Bedrooms (required)

The maximum number of bedrooms allowed is one bedroom per single person or couple, plus an additional bedroom for each family member. You may also apply to units that are smaller than what you qualify for. If you choose to move into a smaller unit, you will not have priority to move to a bigger one if you decide that your unit is too small. You will also be removed from the Centralized Wait List if you refuse a unit that you applied for.

Select all that apply.

What size units would you like to apply for (up to a maximum number of bedrooms that you qualify for)?

- Bachelor
- 1 bedroom
- 2 bedroom
- 3 bedroom
- 4 bedroom
- 5 bedroom

Part H: Collection, Consent and Declaration

I/we understand that:

Housing Access Peterborough (HAP) and any replacement or successor is a provincially mandated service offered by the City of Peterborough which manages the centralized wait list for social and affordable housing covered by local rules and the Housing Services Act, 2011 (HSA).

- The personal information on this form, together with supporting documents, is collected by HAP under the legal authority of the HSA for the purposes of administering a centralized application and waiting list, determining eligibility for housing, continuation of housing, and other social housing programs under the HSA and prescribed by Regulation, for any residential tenancy or occupancy that may eventually exist with a Housing Provider or landlord.
- HAP will create a file containing personal information relating to my/our application, housing or tenancy, and that this information will be shared with Housing Providers.
- To verify the content of the application, HAP may be required to disclose or share the content with other members of my/our household, other members of my/our household, other persons, third parties or agencies.
- I/we may have access to my/our personal information by sending a written request to access my file to HAP.
- By providing an email address and checking the box to receive texts, I/we are consenting to sharing information between me/us and Social Services Staff using electronic methods.

I/we consent to:

- HAP obtaining, disclosing or exchanging my/our personal or other information (including information contained in my/our application file, tenancy file or other files) at any time from, to or with relevant provincial ministries, the City of Peterborough, other Service Managers under the HSA, housing providers, lead agencies, administrators appointed by the Service Manager, an or organizations providing service to any of them, and any person or officer investigating or enforcing the law, under the HSA, Ontario Disability Support Plan Act, Ontario Works Act or the Day Nurseries Act, landlords, co-applicants, reference persons listed in our application, my/our employer(s), any agencies providing social assistance or services to me/us. I further consent to the exchange of my personal information on any social assistance database.
- HAP using the information I provide to determine, verify and monitor; application for housing, eligibility for housing, Rent Geared to Income assistance, affordable housing and other housing programs under the HSA, collections of other monies owing as a result of any previous tenancy, third-party verification information supplied, special needs or alternative housing, other consistent purposes not prohibited by law.

I/we declare that the following is true:

- Everything in this application is correct and complete. If the information is determined to be inaccurate or false, HAP or the Housing Provider may request additional information, may cancel this application and I may be prohibited from reapplying for assistance for a minimum period of two years under the HSA.
- I understand that only the people I have listed on this application form may live with me in social housing.
- I understand that before I can receive housing, I must pay back, or make arrangements that are satisfactory to the Housing Provider, to pay any money I owe to any social housing project in Ontario.
- I understand that this application is for the purpose of verifying eligibility for Affordable Housing and does not constitute an agreement or promise of rental accommodation.
- I am a Canadian Citizen, a permanent resident of Canada or a refugee claimant, or I am applying to become a permanent resident and am not under a removal order to leave Canada. I will provide proof by the time of the offer and understand that I will not be eligible for Affordable Housing if not able to do so.

I am the Applicant and I have personally provided the information contained above and I personally consent to its use for the intended purpose		Y Y Y Y M M D D								
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Applicant #1 signature) SIGNATURE HERE	(Today's date)	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
I am the Applicant and I have personally provided the information contained above and I personally consent to its use for the intended purpose.		Y Y Y Y M M D D								
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Applicant #1 signature) SIGNATURE HERE	(Today's date)	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
I am the Applicant and I have personally provided the information contained above and I personally consent to its use for the intended purpose.		Y Y Y Y M M D D								
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Applicant #1 signature) SIGNATURE HERE	(Today's date)	<table border="1" style="width: 100%; height: 25px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

Notice with respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act). Personal information on this form together with corresponding documents is collected under the legal authority of the Housing Services Act, 2011, S.O.2011, c.6, Schedule 1, ss.13,44 and 60. The information will be used to determine initial and ongoing eligibility for housing accommodation, Rent Geared to Income assistance, housing composition, and occupancy, and other consistent purposes not prohibited by law. Questions about this collection can be directed to the Manager of Housing Services, 178 Charlotte St, PO Box 4138, Peterborough, ON, K9J 8S1 or 705-748-8830.

Housing Access Peterborough (HAP) Phone 705-748-8830 extension 3611 or 1-855-738-3755 Email hapinfo@peterborough.ca Social Services 178 Charlotte St. PO Box 4138, Peterborough, ON, K9J 8S1

Please Note: The following units are Affordable Housing Units that will be managed on a separate waitlist. If you receive an offer for housing, you will be contacted directly by the property manager.

For 2024 the rents for any Affordable Building range in price from \$702.00 - \$1640.00 per month dependent on unit size*

Property Address	Utilities Paid By	Housing Type	Elevator	Quantity (# of units per property)	Unit Size (# of beds)	Maximum Income Limit
<input type="checkbox"/> Gerow Building 17 Smith Drive, Havelock	Hydro Tenant	Senior	YES	12	1 bedroom	\$37,536
<input type="checkbox"/>  Trailview Terrace 40, 46, 48 & 50 Rabbit St., Lakefield	Hydro Tenant	Senior	YES	46	1 bedroom	\$37,536
				8	2 bedrooms	\$45,152
<input type="checkbox"/> Saunders Court 130 Anson St., Peterborough	Hydro Tenant	Adult	YES	27	1 bedroom	\$37,536
				3	2 bedrooms	\$45,152
<input type="checkbox"/>  River Ridge 900 Dutton Road, Peterborough	Included	Mixed	NO	13	1 bedroom	\$46,920
				17	2 bedrooms	\$56,440
				7	3 bedroom	\$65,600
				3	4 bedrooms	\$65,600
<input type="checkbox"/> Malcolm Court 553 Bonaccord St., Peterborough	Hydro tenant	Mixed	YES	2	bachelor	\$28,064
				14	1 bedroom	\$37,536
				11	2 bedroom	\$45,152
				7	3 bedroom	\$52,480

Housing Access Peterborough (HAP) Phone 705-748-8830 extension 3611 or 1-855-738-3755 Email hapinfo@peterborough.ca Social Services 178 Charlotte St. PO Box 4138, Peterborough, ON, K9J 8S1

	Property Address	Utilities Paid By	Housing Type	Elevator	Quantity (# of units per property)	Unit Size (# of beds)	Maximum Income Limit
<input type="checkbox"/> 	Anson House 136 Anson St. Peterborough	Hydro tenant	Mixed	YES	4	bachelor	\$28,064
					22	1 bedroom	\$37,536
<input type="checkbox"/> 	Woollen Mill 526 McDonnel St., Peterborough	Included	Mixed	YES	6	bachelor	\$35,080
					23	1 bedroom	\$46,920
					16	2 bedrooms	\$56,440
					5	3 bedrooms	\$65,600
<input type="checkbox"/>	Bradburn House 293 London St., Peterborough	Included	Mixed	NO	6	bachelor	\$28,064
					12	1 bedroom	\$37,536
<input type="checkbox"/>	193 Parkhill Road W, Peterborough	Included	Mixed	NO	2	1 bedroom	\$37,536
<input type="checkbox"/>	220 Edinburgh Street, Peterborough	Included	Mixed	NO	1	2 bedrooms	\$45,152
					3	3 bedrooms	\$52,480
<input type="checkbox"/> 	Hunt Terraces 555 Bonaccord St, Peterborough	Hydro tenant	Mixed	YES	5	2 bedrooms	\$56,440

 = has wheelchair accessible units