



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0  
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[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## Application for CCFN Rental Housing – Appendix D

<b>Date of Application:</b>	
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### Personal Information

Name	First	Middle Initial	Last
Date of Birth		Status Band #	
Phone Number		Work Phone Number	
Cell Number		E-mail Address	
Street Address			
City/Province		Postal Code	
Add to CCFN email list?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If applicant is under 18, is the Applicant 16 years of age or older, and able to live independently.  Yes  No

In addition to yourself, who will reside in the rental unit for 22 days or more within a 12-month period?

Name	Relationship to Applicant	Date of Birth	Member Y/N	Non-Member of CCFN ancestry Y/N
1.				
2.				
3.				
4.				
5.				

### References

**Please provide three (3) references below.** List prior landlord references whom you have rented from in the past three years, or, if you do not have three, add current and previous employer references, or other references who can confirm your ability to effectively manage the financial and physical obligations under the Tenancy Agreement

Name	Relationship (i.e. landlord / former landlord, employer / previous employer, family/ friend)	Contact Phone Number
1.		
2.		
3.		

<b>Account Information</b>			
1. Do you have outstanding debt with CCFN? If yes, do you have an active Arrears Recovery Agreement? If yes, have you made three consecutive payments under your Agreement?		Yes/No	Yes/No
2. Have you ever been evicted from an CCFN rental unit?		Yes/No	
3. Have you failed to comply with a Tenancy Agreement within the past two years?		Yes/No	
<b>Income Information</b>			
4. Are you currently employed? If no, what is your current income source: _____		Yes/No	
5. Is your spouse employed? If no, what is their current income source: _____		Yes/No	
<b>Employment Information (if applicable)</b>			
Name of Employer			
Employment Type	Full-time/Part-time/Temporary	Start date	
Job Title		Annual income	
Address & Contact Information			
<b>Employment Information of Spouse (if applicable)</b>			
Name of Employer			
Employment Type	Full-time/Part-time/Temporary	Start date	
Job Title		Annual income	
Address & Contact Information			
<b>Housing Information</b>			
6. Describe your current housing situation, including the number of rooms, how many people live with you, and their relationship to you or other person listed on this application.			
7. How much do you pay per month for your current housing? Indicate type of current housing: rental lodger owner other: _____			
8. How much do you pay per month for utilities (Hydro, propane, etc)?			
9. How long have you lived at this address?			
10. If you have lived at your present address for less than 24 months, please include previous addresses as well as details on the number of bedrooms/tenants, costs, and how long you lived there.			
Please ensure the following documents are included with your application:			✓

Proof dependents listed above will be included in your household (e.g. Child Tax Benefit)	
Identification (e.g. photocopies of status cards, Driver’s Licenses and/or Birth Certificates).	
<b>Urgent Need</b>	
<i>If possible, please attach additional information or documentation.</i>	
<b>11. Do you have an urgent need for rental housing?</b>	Yes/No
<b>12. Are you using an emergency shelter to escape violence or other abuse?</b>	Yes/No
<b>13. Are you homeless or going to become homeless for reasons beyond your control?</b>	Yes/No
<b>14. Does your current housing put you at risk of losing child custody?</b>	Yes/No
<b>15. Does your current housing fail to meet your specific health or accessibility needs?</b>	Yes/No
<b>16. Is your current housing hazardous?</b>	Yes/No
<b>Non-Member Applicants ONLY</b>	
<b>17. Do you have an income sufficient to pay the Rent?</b> <i>Please attach proof of income sufficient to pay Rent.</i>	Yes/No
<b>18. Do you have ancestral ties to Chapleau Cree First Nation?</b> <i>Please explain.</i>	Yes/No
<b>19. Do you consent to a criminal record check?</b> <i>A criminal record check is mandatory for Non-Members to become tenants</i>	Yes/No

**Affordability Analysis**

1. Insert your income and expenses in each column. (Multiply each line item for annual number). If you are unsure how much your rent and utilities will be, leave those items blank and do not calculate totals.
2. If you have arrears or are filling this form out for arrears purposes, you must provide the Minimum Arrears Payable.
3. After filling out each box, add up the totals.
4. Your income should exceed your cost of living expenses in order to maintain your cost of living.

<i>Annual Primary Income</i>		<i>Annual Primary Cost of Living Expenses</i>	
Employment Income \$ _____ x _____ =		Rent \$ _____ x _____ =	
		Arrears Repayment \$ _____ x _____ =	
Spousal Income		Utilities (hydro/gas) \$ _____ x _____ =	

\$ _____ x _____ =		Contents insurance	
Social Assistance \$ _____ x _____ =		Vehicle Payment \$ _____ x _____ =	
		Gasoline & Repairs \$ _____ x _____ =	
Education Allowance \$ _____ x _____ =		Vehicle Insurance	
		Groceries \$ _____ x _____ =	
Employment Insurance \$ _____ x _____ =		Ordered Payments \$ _____ x _____ =	
Other: _____		Loan payments \$ _____ x _____ =	
Other: _____		Credit payments \$ _____ x _____ =	
<b>SUBTOTAL (w)</b>		<b>SUBTOTAL (y)</b>	
<i>Secondary Income</i>		<i>Secondary Cost of Living Expenses</i>	
GST / Tax Refund		Cigarettes & Tobacco \$ _____ x _____ =	
Child Tax Benefits \$ _____ x _____ =		Clothes & Hygiene \$ _____ x _____ =	
OAS: _____		Cell phone/phone \$ _____ x _____ =	
CPP: _____		Internet \$ _____ x _____ =	
GIS: _____		Cable TV \$ _____ x _____ =	
ODSP: _____		Entertainment \$ _____ x _____ =	
Other: _____		Other: _____ \$ _____ x _____ =	
<b>SUBTOTAL (x)</b>		<b>SUBTOTAL (z)</b>	
<b>TOTAL INCOME (w+x)</b>		<b>TOTAL EXPENSES (y+z)</b>	
+ TOTAL INCOME		\$ _____	
- TOTAL EXPENSES		\$ _____	
<b>= TOTAL SURPLUS/SHORTFALL</b>		<b>\$ _____</b>	

**Declaration**

By signing below, I hereby certify and acknowledge that everything I state in this application is verifiably true without exception and I authorize Chapleau Cree First Nation to contact my references:

<p style="text-align: center;">_____ Signature</p> <p>_____ Print Name</p>	<p style="text-align: center;">_____ Date</p>
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