

Housing NWT  
**APPLICATION FOR CANADA-NWT  
HOUSING BENEFIT PROGRAM**

**Checklist**

To ensure your application is complete, include the following:

- Application form completed and signed
- Current signed lease agreement with your current landlord
- Verification of Income Sources (letter from employer)
- CRA Notice of assessment for previous tax year
- One government issued identification for all persons aged 19 and over

**Program Applicant eligibility**

- Must be a Canadian Citizen or permanent resident of Canada aged 19 and over
- Must be a resident of the Northwest Territories for 12 months before applying for the program
- Household income (combined income of all adults aged 19 and over) must be below the Core Need Income Threshold (CNIT) for the community as determined by the National Occupancy Standard.
- Must have less than \$100,000 in assets
- Must be renting from an approved landlord in the NWT and not receiving any other housing benefit or subsidy. (Ineligible units include: Organizations receiving government subsidies such as capital contributions, operating contributions, interest rate subsidies, etc. for its operations; Rooms in owner-occupied housing; Nursing or Retirement homes; Social housing; Shelters and Crisis care facilities; Owner occupied housing; Staff housing; Student housing and Cooperative housing.
- Must be paying more than 30% of your gross income towards shelter costs (rent + utilities)
- Must have income from the following sources:<sup>1</sup>
  - o Employment income
  - o Employment Insurance, Sort-Term Worker's Compensation, Short Term Disability
  - o Alimony payments
  - o Training Allowance
  - o Canada Pension, Old Age Security, Guaranteed Income Supplement
  - o Superannuation, Private Pension income, RRSP/RRIF Income
- Must not own a home

**IMPORTANT**

Be advised that we are unable to process incomplete application packages. Please submit all documents with this form.

**Note: outstanding arrears with the NWTHC must be addressed before you receive the housing benefit**

**The NWTHC will provide you and CRA with a T5007 Tax Form**

Submit your form by email to

- [CNHB@gov.nt.ca](mailto:CNHB@gov.nt.ca)

Questions or for more information:

- Email: [CNHB@gov.nt.ca](mailto:CNHB@gov.nt.ca) or call: 1 844 698 4663
- Visit our website: [www.nwthc@gov.nt.ca](http://www.nwthc@gov.nt.ca)

**ALL INFORMATION PROVIDED WILL BE CONFIDENTIAL**

<sup>1</sup>Applicants whose primary source of income is issued under the Social Assistance Act (Income Assistance) are NOT eligible.

Personal Information - Applicant		
Last Name	First Name	Middle Name
SIN #	Date of Birth YYYY/MM/DD	Gender
Physical Address	Community	Postal Code
Mailing Address <input type="checkbox"/> same as physical address		
Work Phone Number	Home/Cell Phone Number	Email Address
Personal Information - Additional Household Member 19 or older		
Last Name	First Name	Middle Name
Sin #	Date of Birth YYYY/MM/DD	Gender
Physical Address	Community	Postal Code
Mailing Address <input type="checkbox"/> same as physical address		
Work Phone Number	Home/Cell Phone Number	Email Address
Personal Information - Additional Household Member 19 or older		
Last Name	First Name	Middle Name
Sin #	Date of Birth YYY/MM/DD	Gender
Physical Address	Community	Postal Code
Mailing Address <input type="checkbox"/> same as physical address		
Work Phone Number	Home/Cell Phone Number	Email Address

**Household Members**

Provide the following information for each household member 18 years &amp; younger who lives with you

<b>Full Name</b> Last Name, First Name	<b>Date of birth</b> YYYY/MM/DD	<b>Gender</b>	<b>Relationship to applicant</b>

**Rental Information: Please provide the following information**

Type of unit:

☐ apartment ☐ townhouse ☐ Other (please specify)

Number of Bedrooms:			
Property Management Name:			
Landlord Contact Information:	Email:	Phone:	Mailing Address

**Shelter Cost – How much do you pay monthly for each of the following?**

Rent:	\$		
Power:	\$		
Heating:	\$		
Water and/or sewage	\$		
<b>Total shelter costs:</b>	\$		

**Household Income – Please include everyone 19 years of age and older**

Household Member	Place of Employment, Retired	Gross Monthly Income
		\$
		\$
		\$
		\$
<b>Total Household Income:</b>		\$

Declaration of Assets			
Do you OWN a home or property (eg. Personal home, vacation home, cabin trailer, rental property, vacant lot)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please complete this section:			
Address:	Apartment #	Town/City	Province/Territory
Value of Property:	Outstanding mortgage:		
Do you OWN additional homes or properties shared or otherwise? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, identify the location for each (add an additional page)			
Provide Dollar Values or not applicable N/A	Applicant	Additional household member aged 19 and over	Additional household member aged 19 and over
Total cash balance	\$	\$	\$
Investments	\$	\$	\$
Rental revenue	\$	\$	\$
Business assets	\$	\$	\$
RRSPs or RRIF	\$	\$	\$
Vehicles	\$	\$	\$
Recreational vehicles	\$	\$	\$
Other (Specify)	\$	\$	\$
<b>Total:</b>	\$	\$	\$
<p>The above will be verified using your Credit Bureau information.</p> <p>I/We have reported all assets currently owned by every member of the household.</p> <p>I/We understand that if it is found that information is missing, incorrect or otherwise inaccurate, my/our Canada NWT Housing Benefit application may be denied, or I/We may be ordered to repay the benefits.</p> <p>I/we understand if it is found that any assets were not disclosed prior to approval, it may result in the loss of the Canada NWT Housing Benefit.</p> <p>I/We understand that making a false declaration of income or assets is a serious offence that may result in a debt owing to the Government</p>			
<hr/> Applicant Signature		<hr/> Date	
<hr/> Co-Applicant Signature		<hr/> Date	

Additional Information
Check all the boxes that you identify with:
<input type="checkbox"/> Persons fleeing domestic violence
<input type="checkbox"/> Indigenous person
<input type="checkbox"/> Senior (age 65+)
<input type="checkbox"/> Person with disabilities
<input type="checkbox"/> Mental health issues
<input type="checkbox"/> Addictions issues
<input type="checkbox"/> Veteran
<input type="checkbox"/> Young adults (ages 18 to 24)
<input type="checkbox"/> Visible Minority

Agreement	
I/We agree that the Northwest Territories Housing Corporation has the right at any time to withdraw, revoke or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given	
I/We agree that this application does not constitute an agreement on the part of the Northwest Territories Housing Corporation, or its agent, to provide me/us with assistance.	
I/We are a Canadian citizen or have permanent resident status	<input type="checkbox"/> Yes <input type="checkbox"/> No
I (and any additional household members) am/are a Northwest Territories resident, meaning that I/we made Northwest Territories my/our permanent and principal home for at least 12 months prior to signing this declaration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We confirm that I/we are not receiving any other housing benefit (this includes income assistance's shelter allowance) or living in subsidized/community housing and can provide documentation if required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We hereby authorize the Northwest Territories Housing Corporation, or its agents, to make any or respond to any inquiries necessary to verify the facts contained in this application or attached documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We hereby give permission to the Northwest Territories Housing Corporation, or its agents, to carry out or respond to any necessary inquiries and to obtain additional information on my/our income, assets, liabilities and credit. If any of the information provided is shown to be fraudulent or untrue, I/we understand that I/we may be ordered to repay benefits and my/our file may be referred to the RCMP.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We understand that a credit bureau report will also be completed at this time	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We understand that the information in this application may be used for statistical purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We have completed this application truthfully	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div> <div>_____</div> <div>Applicant</div> </div> <div> <div>_____</div> <div>Date</div> </div>	
<div> <div>_____</div> <div>Other household member aged 19 &amp; over</div> </div> <div> <div>_____</div> <div>Other household member aged 19 &amp; over</div> </div>	

- Information requested in this application is necessary to determine the eligibility of an individual to participate in the CNHB program from the NWTHC. It is collected while processing this application made by or on behalf of the individual the information is about or is necessary to verify the eligibility of individuals participating in the program and is collected for that purpose.
- Eligibility for Canada-NWT Housing Benefit Program is partly based on information provided in this form<sup>2</sup>.
- If this application is accepted, consent in this application form survives, as to authorize the NWTHC to continue to collect personal information about the applicant so long as he/she continues to receive the subsidy.

<sup>2</sup>Ineligible applicants include 1) applicants who own a home, 2) applicants whose primary source of income is issued under the Social Assistance Act (Income Assistance); and ineligible units include: organizations receiving government subsidies such as capital contributions, operating

contributions, interest rate subsidies, etc. for its operation; Secondary suites in owner-occupied housing; Nursing or Retirement homes; Social housing; Shelters and Crisis care facilities; Owner occupied housing; Staff housing; Student housing; and cooperative Housing.

4. Please appreciate that one of the purposes for the collection of the personal information is so that the NWTHC, as a public body, can ensure the integrity for the NWTHC and the CNHB program.

The Government of the Northwest Territories (GNWT) is committed to respecting the personal privacy of individuals. All of the personal information you provide is protected by the Access to Information and Protection of Privacy Act. This means that, at the point of collection, you will be informed that your personal information is being collected, the purpose for which is being collected, and you will be provided with contact information should you have questions about the information collected. This also means that your personal information will be protected from unauthorized access, collection, uses, disclosure or disposal.

The use of any personal information by the GNWT or public agency will be limited to the uses identified at the time it was collected; however, any record that is in the control of the GNWT or public agency may be subjected to disclosure, pursuant to the Access to Information and Protection of Privacy Act. Any disclosure not related to the purpose for which the information was collected, will be handled in accordance with the requirements of the Access to Information and Protection of Privacy Act to ensure the greatest protection of your personal privacy in the face of any required disclosure.

<b>ACCEPTANCE INTO THE PROGRAM IS BASED ON THE NWTHC HAVING THE AVAILABLE FUNDS</b>
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