

Application Checklist

Please remember to attach all of the following information with your application, for each household member. **If you do not send in the information your application cannot be processed.**

- Birth Certificate **OR** A copy of immigration papers (front and back)
- Canadian Citizenship Documents
- Permanent Resident Card
- Convention Refugee Documents
- Complete an **Abuse Verification Package***, if you are seeking Special Priority under the Special Priority Policy (SPP).
- Complete a **Wheelchair Accessible Unit and/or Additional Bedroom Request Form***, if applicable.
- Source of all income
- Social Insurance Number Applicable
- A copy of your Notice to Vacate, if applicable
- Information on your assets
- Record of Landing
- Refugee Claimant Form
- Did you read, sign and date Section 7 – Release and Consent

Please do not send the application form to Halton Region without all required Signatures as your application cannot be processed

*To request a copy of the **Abuse Verification Package** and **Wheelchair Accessible Unit and/or Additional Bedroom Request form** contact Access Halton at **(905) 825-6000**.

- you can always request these forms later should your circumstances change -

Wait Times

It is not possible to provide you with a specific wait time. There are many factors that can affect your status on the waitlist and these factors can change regularly. Some rules are specified by the provincial government which we must follow. The date on your application is important but it is not the only information used to place you in in a certain order on the waitlist. Based on all of the information that you provide in the application we ensure that you are placed appropriately on the list. The waitlist can be quite long. As a guide, single non-senior units are the highest in demand and the waiting time can be years. It also depends on which town or city you choose and which location you are willing to move to. Those applicants 65 years of age and over have a shorter wait time.

Please note that your application will be reviewed and an acknowledgment letter will be mailed out to you within 20 business days.