

**ALMAGUIN MANOR RESIDENCE
178 YONGE STREET
Box 159
BURK'S FALLS, ONTARIO
POA 1C0**

APPLICATION FOR MARKET RENT UNITS

Please return your completed application by mail, in person or by fax, attention The Almaguin Manor Residence:

By mail: Box 159, Burk's Falls, Ontario, POA 1C0

In person: Village of Burk's Falls Municipal office, 172 Ontario Street, Burk's Falls, between
8:00am – 5:00pm

Fax: Attention: Almaguin Manor Residence 705-382-2273

Almaguin Manor Residence is a newly renovated senior living apartment building, with a total of 32 units. The Manor was renovated in 2018 from the former M. A Wittick Public School and offers residents a desirable, peaceful country setting while being located in the heart of the Village of Burk's Falls, which provides access to all amenities.

The two-story Manor is equipped with an elevator to allow for accessible access to the upper floor. Of the 32 units, 26 units are at market rent and 6 units are under the District of Parry Sound Social Services administration as affordable units. Applications for affordable units are available through the District of Parry Sound Social Service Administration Board, this is **NOT** an application for the 6 affordable units.

APPLICATION PROCESS

Applications will be time and date stamp when received and once the application is determined to be complete including applicant eligibility, the application will then be placed on the wait list in chronological order.

Applications that are deemed to be incomplete or applicants that do not meet the Applicant Eligibility requirements, will not be accepted and will be considered rejected, with no notice to the applicant.

Applications that are complete and all Applicant Eligibility requirements are met, will be notified within two weeks that their application is received and complete.

Until the opening of the Almaguin Manor Residence, the Village of Burk's Falls will maintain the waitlist of applications on behalf of the Management Group. It is the responsibility of the applicant to ensure contact information contained on the application is current. The Management Group is not responsible for failed attempts in contacting any applicant during the application process. The Almaguin Manor Management Group will make three attempts to contact applicants, if after three attempts the applicant does make contact with the Almaguin Manor Residence Management Group within five business days the application will be deemed void.

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Applicant Eligibility:

- All applicants must be 60 years of age or older or turning 60 in the year of application;
- Must be a resident of Ontario;
- Applicants must have status in Canada
- Applicants requiring a barrier-free unit must provide a statement from their health care provider that establishes their need for the modifications.
- Tenants are required to live independently, with or without support services that are arranged for by the tenant and are at no cost to the Almaguin Manor Residence.
- All tenants are strongly encouraged to carry liability/content insurance

Maximum occupancy for the Almaguin Manor Residence:

One Bedroom = two tenants (all occupants must be 60 years of age or older at the time of occupancy)

Two Bedroom = four tenants (all occupants must be 60 years of age or older at the time of occupancy)

- Maximum occupancy per unit cannot be exceeded, failure to comply may result in a termination of tenancy for all tenants.

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Applicant(s) Information:

All fields are mandatory

For office use only:

Date Received:

Time Received:

Received by:

Primary Applicant			Secondary Applicant		
Name:			Name:		
Date of Birth (month/day/year)			Date of Birth (month/day/year)		
Street Address			Street Address		
City	Province	Postal Code	City	Province	Postal Code
Mailing Address if different from above			Mailing Address if different from above		
Primary Phone Number			Primary Phone Number		
Alternate Phone Number			Alternate Phone Number		
Email Contact			Email Contact		
Do you have status in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have status in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ontario Resident <input type="checkbox"/> Yes <input type="checkbox"/> No			Ontario Resident <input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency Contact Information			Emergency Contact Information		
Name		Phone	Name		Phone
Please indicate which type of unit you are applying for:					
<input type="checkbox"/>	One Bedroom	<input type="checkbox"/>	Two Bedroom	<input type="checkbox"/>	Accessible Unit

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DECLARATION, RELEASE AND CONSENT OF INFORMATION

I declare that all information in this application is correct and complete. I understand that falsifying information may result in the cancellation of my application, tenancy or occupancy.

Personal information contained on this form or in subsequent attachments, is collected by Almaguin Manor Residence pursuant to the Freedom of Information and Protection of Privacy Act.

Pursuant to the Provincial Freedom of Information and Protection Act and the Federal Privacy Act, I give my consent and authorization to the Almaguin Manor Residence Board and Almaguin Manor Residence Management Group to:

- Make inquires to verify the information given in this application and I authorize any person, corporation or any social agency having knowledge of any such required information to release the information to the Almaguin Manor Residence Board or Almaguin Manor Residence Management Group. I agree to provide any supporting material required for my application upon request.
- Disclose the information given on this form to municipal, provincial and federal departments and agencies providing assistance to me and person(s) listed on this application.
- I/we understand that this complex is smoke-free and smoking is prohibited in all common areas and on all grounds of the Almaguin Manor Residence.

SIGNATURES: (All applicants must sign this application and consent to disclosure)

Applicant Name: _____ Applicant Name: _____

Applicant Signature: _____ Applicant Signature: _____

Date: _____ Date: _____