



Application for Public Housing

You must complete all sections of the application.

1. Eligibility Requirements

- The total gross household income (income before deductions) of all household members is less than the Household Income Limits for your area. (calculated in Section 5).
- You and every member of your household is either a Canadian Citizen or have Permanent Resident status.
- You must have lived in the municipality where you are applying for twelve (12) consecutive months during the last twenty-three (23) months or must have lived in the municipality for five (5) consecutive years since you turned 18.
- You must not be living in a unit operated by the Nova Scotia Provincial Housing Agency without the Agency's knowledge. You must be on the lease.
- If you owe money to the Nova Scotia Provincial Housing Agency, you must be willing to set up a payment plan to repay the money over time.

2. How to fill out this application

- Answer all the questions in every section of the form. If you cannot answer one or more questions, take note of all the questions you have and contact us by email or phone. Contact numbers for each district are provided at the last pages of this form or online at www.nspha.ca.
- Copies of supporting documents will be requested later to verify the information provided.
- Read Section 9 - Declaration and Consent carefully. It is your legal promise that the information you provide is truthful. You and your spouse/co-applicant (if you have one) must both sign Section 9 of the application and you both must initial each statement.

Did you know you can apply online?

If you have access to a device with an internet connection, save some time and apply directly through the [NSPHA Online Portal](http://www.nspha.ca) on our website ([nspha.ca](http://www.nspha.ca)).

We encourage all applicants, no matter how they apply, to set up their online applicant portal.

This allows you to have easy access to your application, upload documents, make changes and check your application status.

3. Household Information

Please provide information about your household – this includes **yourself, and, if applicable, your spouse and all other adults and children** who will live in your home. If you need more space for additional household members, please use a separate piece of paper.

How to complete this section:

- The first row should be used by the applicant.
- Your spouse is the person you are married to or live with in a marriage-like relationship (common-law). Your spouse is your co-applicant.
- ‘Relationship to Applicant’ refers to how the person is related to you (for example: child, sibling, parent, spouse)
- ‘Status in Canada’ refers to whether you are a Canadian Citizen or Permanent Resident.
- Social Insurance Number (SIN) is a mandatory field for the applicant and any co-applicants.

Name (First, Middle, Last)	Gender	Date of Birth (mm/dd/yyyy)	Relationship to Applicant	Status in Canada	Social Insurance Number (SIN)	Student (Y/N)

A good thing to know... *The public housing program provides low-income Nova Scotians with safe, stable housing they can afford. The program does not offer emergency or transition housing like other organizations and instead focuses on long term, independent housing. Eligible applicants are added to the waitlist and are housed when they reach the top of the waitlist and a unit meeting their housing needs becomes available.*

4. Contact Information

Your contact information is the primary way that NSPHA will let you know of any status changes to your application for public housing. It is your responsibility to inform NSPHA of any changes to your contact information. You can use the online applicant portal or call your district office to make changes.

If you do not currently have an address, please make sure to provide another address where we can reach you by mail.

Please only provide contact information where it is safe to contact you.

Street No.	Street Name	Apt. No.	City/Town
Province	Postal Code	Email	
Work Telephone	Home Telephone	Cellular	

Mailing Address (if different than current address)

Street No.	Street Name	Apt. No.	City/Town
Province	Postal Code		

Alternate Contact: (An alternate contact can be a family member or friend. We will use this contact if we are unable to get a hold of you).

Name	What is this person's relationship to you?
Telephone	Email

5. Income Information

The amount of rent you pay in public housing is based on your household's income and composition. Please provide information on all gross monthly income received by all persons/family members in your household before taxes or deductions.

If your household has more than four members, reprint pages 4 and 5 to include income information for all members.

	Household Member Name	Household Member Name	Household Member Name	Household Member Name
Income Type	Amount	Amount	Amount	Amount
Gross Employment Income (before deductions)				
Canada Pension Plan (CPP)				
Canada Pension Plan – Disability (CPP-D)				
Capital Gains				
Dividends				
Employment Insurance				
Gratuities				
Immigrant Sponsorship				
Income Assistance				
Interest				
Investment Income				
Long-term Disability Income (do not include Child Disability Benefit (CDB))				
Old Age Security (OAS) / Guaranteed Income Support (GIS) / Spousal Allowance				
Other Country Social Security				
Other Income (do not include GST Tax Credit or Affordable Living Tax Credit).				

5. Income Information

Other Pension				
Rental income				
RRSP/RIF				
Human Resource Development Canada programs including Self-Employment Benefit (SEB) Program/ Training Allowances, Skills Development Program				
Spousal Support (Alimony)				
Student Loan				
Veteran Pensions & Allowance (do not include Veterans Disability Pension (VDP))				
Workers' Compensation				
TOTAL Monthly Income				

A good thing to know... *To be eligible for public housing, all applicants must meet the eligibility criteria and provide household income and composition every year as well as up up-to-date contact information. If we cannot reach you, we will cancel your application (you may re-apply at any time).*

6. Housing History

Rental History:

	Yes	No
Are you receiving a rental supplement from the Department of Municipal Affairs & Housing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you applied for public housing with the Nova Scotia Provincial Housing Agency (formally Housing Authority) before?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been a tenant with the Nova Scotia Provincial Housing Agency (formally Housing Authority) before?	<input type="checkbox"/>	<input type="checkbox"/>

Landlord History

(If you do not have a current landlord, please provide any previous landlord history within the past 5 years)

Address (leave blank if the landlord is for your current address)

Length of Tenancy:

Start date: (mm/dd/yyyy)

End date:

(leave blank if this is your current address)

Landlord Name:

Email:

Telephone:

Did you receive an eviction notice? (yes/no)

*If yes, what is your eviction date:
(mm/dd/yyyy)*

If yes, reason for eviction:

7. Housing Needs

Current Living Situation: Own Rent Temporary Homeless Shelter Boarder

Bedroom Eligibility

The number of bedrooms you require is based on your family composition. Some things to note are that no more than two people should share a bedroom and parents cannot share a bedroom with children.

Please select the number of bedrooms your household requires:

1 2 3 4 5 6

	Yes	No
Do you or any member of your household currently receive home support services?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a unit that allows smoking?	<input type="checkbox"/>	<input type="checkbox"/>
Do you own a vehicle that you will need parking for?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a unit that allows pets?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please specify what kind of pet(s) you have and how many.

Priority Access

	Yes	No
Are you accessing support services as a result of family violence?	<input type="checkbox"/>	<input type="checkbox"/>
Do you receive life-sustaining health services which you need to live closer to?	<input type="checkbox"/>	<input type="checkbox"/>
Are you occupying housing which poses an immediate health or safety risk?	<input type="checkbox"/>	<input type="checkbox"/>
Are you experiencing homelessness?	<input type="checkbox"/>	<input type="checkbox"/>

If you checked 'Yes' to questions 1, 2, 3 or 4 please refer to the NSPHA Priority Access form that aligns with your current situation. If you feel your situation meets the requirements of priority access, fill out a priority access referral form and include it with your application.

7. Housing Needs

Accessibility Needs

NSPHA has properties that can meet a range of physical mobility requirements.

Please ensure you require accessible housing before answering the following questions. Responding 'yes' to questions in this section will limit the types of buildings you can live in.

	Yes	No
Do you or a member of your household require a unit without stairs?	<input type="checkbox"/>	<input type="checkbox"/>
Do you or a member of your household have a disability that requires you to have a ground floor unit?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have limited physical mobility that requires the use of a wheel-chair full time? (Amenities that will be included are such items as lowered counters will roll under access, counter-mounted cooktop with wall oven, wheel-in shower, grab bars, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a limited physical mobility but do not require the use of a wheelchair full-time? (Amenities that will be included are such items as walk-in shower and grab bars, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

8. Building Selection

Please ensure you attach the list of buildings in your area that you want to live in to this application. NSPHA cannot process your application without your building selections. You will only be placed on the waitlist for buildings that you selected and are eligible to live in.

Building lists for each district can be found on the Nova Scotia Provincial Housing Agency’s website – www.nspha.ca. If you receive this application by mail, use the building list that is included. Be sure to select buildings from the list that matches your household type:

- Individual and Couples – Applicants younger than 58 without dependents
- Families – Household with at least one adult and one or more dependants
- Seniors – Household where either the applicant or co-applicant is 58 years or older

8. Building Selection

NSPHA Housing Offer Policies

Offer Policy: If you've qualified for public housing, you will be **offered a maximum of two units** that fit your needs. If you refuse two units, your application will be cancelled.

Rejoining the Waitlist After Cancellation: If your application is canceled and you wish to be readded to the waitlist, **you must wait a minimum of 90 days** (about three months) after cancellation before your application can be reactivated. You will need to contact NSPHA to request reactivation of your application - either online using the applicant portal or by phone. NSPHA may request updated information from you to reactive your application.

Please check the box below to confirm:

- I/ We understand the housing offer policies and I/we have included my/our Nova Scotia Provincial Housing Agency building preferences with this application.

9. Declaration and Consent

By signing this Declaration and Consent Form you are entering into a legal agreement between you and the Nova Scotia Provincial Housing Agency (NSPHA).

In order for the NSPHA to process your application:

1. Both the applicant and co-applicant(s) must initial on each line of this form to show they have read and understand each statement.
2. Both applicant and co-applicant(s) must sign this form.

Initials

I (we), the person(s) who signed below, solemnly declare that:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. All statements made in this application are true and all documents provided to support this application are unaltered. |
| _____ | _____ | 2. I (we) understand this application is meant to assess my (our) eligibility for the public housing program. |
| _____ | _____ | 3. I (we) will advise the NSPHA if any information (e.g., address, household composition, income) in this application changes as it may affect my (our) eligibility for the public housing program. |

9. Declaration and Consent

- _____ 4. I (we) understand that the time it takes to be housed depends on the availability of units in my area that meet my (our) housing needs.
- _____ 5. I (we) give permission to the NSPHA to investigate any or all statements I (we) made on this application. This includes contacting me or any other person and collecting additional information with or without notice to me. If the NSPHA finds any false or misleading statements, my (our) application will be cancelled. I (we) cannot hold the NSPHA liable for damages.
- _____ 6. I (we) authorize the NSPHA to collect, use, keep, disclose and dispose of personal information about me (us), in order to:
- _____ a. Assess my (our) application and determine if I (we) am eligible for public housing
- _____ b. Research, monitor, evaluate and promote programs
- _____ c. Detect, investigate and respond to fraud and illegal activity
- _____ d. Otherwise as allowed under the Nova Scotia *Freedom of Information and Protection of Privacy Act*.
- _____ 7. I (we) authorize the NSPHA to reveal personal information about me (us) to third parties, for any of the above reasons.
- _____ 8. I (we) give permission to any person or entity to reveal personal information about me (us) to the NSPHA for any of the above reasons.
- _____ 9. I (we) understand all these statements and have asked for and received an explanation on every point that was not clear to me (us).

A good thing to know... Personal information is collected, used and may be disclosed by the NSPHA in accordance with the *Freedom of Information and Protection of Privacy Act*: [Freedom of Information and Protection of Privacy Act \(nslegislature.ca\)](http://nslegislature.ca)

	Print Name	Signature
Applicant signature		
Co-applicant signature		
Application Date		

How to submit your application:

Use the information below to submit your application to the appropriate district.

Metropolitan District:

Serving Halifax Regional Municipality

By Email:

ApplicationsNSPHA.MD@NovaScotia.ca

By Mail:

3770 Kempt Road, Suite #3
Halifax, NS
B3K 4X8

In Person

3770 Kempt Road, Suite #3
Halifax, NS

By Fax

902-420-2815

Questions? Call:

1-800-565-8859 or 902-420-6017

Northern District:

Serving the communities of Guysborough County, Antigonish County, Pictou County, Cumberland County, Colchester County and Hants County (East)

By Email:

applicationsNSPHA.Northern@novascotia.ca

By Mail NSPHA - Northern District:

144 Victoria St. East
Amherst, NS
B4H 1Y1

9 Church St.
Truro, NS
B2N 3Z5

7 Campbell's Lane
New Glasgow, NS
B2H 2H9

PO Box 1373
Antigonish, NS
B2G 2L7

PO Box 249
Guysborough, NS
B0H 1N0

In Person:

144 Victoria St.
East

9 Church St.

7 Campbell's Lane

20 Orchard Terrace

Chedabucto Centre,
H-9996 Hwy 16

By Fax:

902-667-1686

902-897-1149

902-752-1315

902-863-8026

902-533-3029

Questions? Call:

1-833-776-0585

How to submit your application:

Use the information below to submit your application to the appropriate district.

Western District:

Serving the communities of Kings County, Annapolis County, Digby County, Yarmouth County, Shelburne County, Queens County Lunenburg County and Hants County (West)

By Email:

ApplicationsNSPHA.WD@novascotia.ca

By Mail NSPHA – Western District:

25 Kentucky Court New Minas, NS B4N 4N1	PO Box 1000 Middleton, NS B0S 1P0	99 High Street Bridgewater, NS B4V 1V8	10 Starrs Road Yarmouth, NS B5A 2T1
---	---	--	---

In Person:

25 Kentucky Court New Minas, NS	101 Magee Drive Middleton, NS	99 High Street Bridgewater, NS	10 Starrs Road (2 nd Floor) Yarmouth, NS
------------------------------------	----------------------------------	-----------------------------------	--

By Fax:

902-681-0806	902-825-4189	902-527-1357	902-749-1258
--------------	--------------	--------------	--------------

Questions? Call:

1-800-306-3331

Cape Breton Island District:

Serving Cape Breton Island

By Email:

applicationsNSPHA.CBID@novascotia.ca

By Mail NSPHA – Cape Breton Island District:

18 Dolbin Street Sydney, NS B1P 1S5	PO Box 1372 Sydney, NS B1P 6K3
---	--------------------------------------

In Person:

18 Dolbin Street Sydney, NS	15999 Central St. Inverness, NS	218 MacSween St. Port Hawkesbury
--------------------------------	------------------------------------	-------------------------------------

By Fax:

902-539-0330	902-258-3644	902-625-5402
--------------	--------------	--------------

Questions? Call:

1-800-565-3135