

Application for Public Housing

Eligibility Requirements

To be placed on a waitlist for public housing, you (and your household) must meet the eligibility criteria below:

- The total gross household income (income before deductions) of all household members must be below the Household Income Limits (HILs) for your selected areas.
 - For current Household Income Limits, contact your local office.
- You and every member of your household must be either a Canadian Citizen or have Permanent Resident status.
- You must be a resident of Nova Scotia and currently living in the province.
 - **Exemption:** If you are not a resident of or living in Nova Scotia but are applying for Priority Access under the Family Violence Stream, NSPHA will waive the residency requirement if you are eligible. You must submit the [Priority Access Family Violence Referral Form](#) at the same time as your application.
- You must be at least 19 years old, unless you have dependents (children), in which case eligibility begins at 18.
- If you were previously a public housing tenant and have outstanding arrears, you must commit to a repayment plan.
- If you are currently living in public housing, you must be listed as a household member for that unit.

How To Fill Out This Application

- Complete each section of the form and ensure that the information provided is accurate.
- Read Section 6: Declaration and Consent carefully. **This is your legal promise that the information you provided is truthful.** You and your co-applicant (if you have one) must sign this declaration on behalf of your household.
- Prepare copies of supporting documentation as they are required to verify the information in your application.
- If you cannot answer one or more questions, make note of all the questions you have and contact NSPHA by email or phone. Contact information for each district is provided on the last pages of this form or online at nspha.ca.

Section 1: Household Information

Please provide the following information for you and all members of your household who will be living with you. This information will be used to assess your eligibility for public housing.

Applicant(s)

Household members who will sign the lease agreement.

	Full Name (First, Middle, Last)	Date of Birth (mm/dd/yyyy)	Gender	Social Insurance Number (SIN)
1. Applicant				
2. Co-applicant (if applicable)				

Additional Household Members

Adults or children who are a part of the household but will not sign the lease.

	Full Name (First, Middle, Last)	Date of Birth (mm/dd/yyyy)	Gender	Social Insurance Number (SIN)	Relationship to Applicant(s)
3.					
4.					
5.					
6.					

Status in Canada

☐ Every member of my household is either a Canadian citizen or Permanent Resident.

Nova Scotia Residency

(Select the statement below that applies to your household)

- ☐ All members of my household are residents of and living in Nova Scotia.
- ☐ **Exemption Request to Nova Scotia Residency requirement:** Members of my household are not residents of or living in Nova Scotia, but my household will be applying for priority access to public housing under the Family Violence stream.

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 at NSPHA.ca or call your district office to make changes at any time.

If you do not have a fixed address, we recommend that you provide an email address and opt-in to email communication under **Communication Preferences** or provide an alternate address where we can reach you by mail under **Mailing Address**.

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

Applicant(s) Contact Information

	Cell Phone	Home Phone	Work Phone	Other
Applicant				
Co-applicant (if applicable)				

Email: _____

Mailing Address

Unit #	Street #	Street Name
City/Town	Province	Postal Code

Alternate Contact(s) – OPTIONAL

Providing an alternate contact is optional. 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. Provide only information you would like us to use.

	Name	Phone Number	Email
1.			
2.			

Communication Preferences

NSPHA may contact me via the following methods about this application:

(Select all that apply)

☐ Email ☐ Phone ☐ Mail

Section 2: Income Information

Household Income

To assess whether your household meets the income eligibility requirement, NSPHA requires the total gross monthly income of all household members (this is any income **before taxes or deductions**).

	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				
Old Age Security (OAS) / Guaranteed Income Support (GIS) / Spousal Allowance				
Other Country Social Security				
Other Pension				
Rental Income				
RRSP/RIF				
Spousal Support (Alimony)				

Section 2: Income Information

Student Loan				
Veteran Pensions & Allowance				
Workers' Compensation				
Total Monthly Income				

Students in Your Household

Is this household member a student? (Yes or No)				
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If your household has more than four members who are earning or receiving income, complete the Income Information pages (4 & 5) for each member.

Section 3: Housing History

Current Address

Current Address:	Unit #	Street #	Street Name	
	City/Town		Province	Postal Code

Move-in date:
(mm/dd/yyyy)

Current Living Arrangement: ☐ Own ☐ Live with family/friends
☐ Rent ☐ Temporary/Transitional Housing/Homeless

If you are renting at this address, please provide your landlord contact information below.

Name: _____ Phone Number: _____

Email: _____

Property Management Company, if applicable: _____

Section 3: Housing History

Participation in Housing Programs

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

Property Ownership

- ☐ I do not own residential property
- ☐ I own residential property

Important to know: If you own residential property, regardless of whether you are living in that property, **you must sell it within one year of accepting a housing offer** from NSPHA.

Previous Addresses If you have lived at any other address then your current address within the past five years, please provide the details below.

Address: _____

Move in date:
(mm/dd/yyyy)

Move out date:
(mm/dd/yyyy)

Previous Living
Arrangement:

- ☐ Owned ☐ Lived with family/friends
☐ Rented ☐ Temporary/Transitional Housing/Homeless

If you were renting at this address, please provide your landlord contact information below.

Name: _____

Phone Number: _____

Email: _____

Property Management Company, if applicable: _____

Address: _____

Move in date:
(mm/dd/yyyy)

Move out date:
(mm/dd/yyyy)

Section 3: Housing History

Previous Living Arrangement: ☐ Owned ☐ Lived with family/friends
☐ Rented ☐ Temporary/Transitional Housing/Homeless

If you were renting at this address, please provide your landlord contact information below.

Name: _____ Phone Number: _____

Email: _____

Property Management Company, if applicable: _____

Address: _____

Move in date: _____ Move out date: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Previous Living Arrangement: ☐ Owned ☐ Lived with family/friends
☐ Rented ☐ Temporary/Transitional Housing/Homeless

If you were renting at this address, please provide your landlord contact information below.

Name: _____ Phone Number: _____

Email: _____

Property Management Company, if applicable: _____

Evictions

Did you receive an eviction notice while living in any of the properties listed above.

☐ Yes ☐ No

If yes: What was your eviction date? (mm/dd/yyyy) _____
What was the reason for eviction? _____

Section 4: Housing Needs

Unit Size

Select the unit size you would like your household to be considered for:

Bachelor	1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Important to know: While you may select multiple unit size, NSPHA will consider the criteria below to determine a maximum unit size for your household.

- Couples share a bedroom
- No more than two people should share a bedroom
- Parents and children should have separate bedrooms
- Gender and age of household members

Your household will only be added to waitlists for eligible unit sizes from your selections.

Accessibility Needs

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

Please ensure you answer the following questions carefully as **answering 'yes' to any of these questions will limit the type of unit you are offered.**

	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 unit with street level access?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have limited physical mobility that requires the use of a wheelchair full time? <i>(Unit includes amenities such as lowered counters with roll under access, counter-mounted cooktop with wall oven, wheel-in shower, and grab bars)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a limited physical mobility but do not require the use of a wheelchair full-time? <i>(Unit includes amenities such as a walk-in shower and grab bars)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Housing Needs

Priority Access

About Priority Access:

NSPHA provides priority access to public housing for individuals and families in certain urgent situations. There are four Priority Access categories:

1. Homelessness
2. Family Violence
3. Inadequate Housing
4. Life Sustaining Health Services

To be eligible for Priority Access, your household must meet the criteria outlined on the Priority Access Referral Form and have a designated professional complete the referral. For more information or to download a Priority Access form, visit nspha.ca/applicants/priority-access.

Are you submitting a Priority Access Referral form with this application? ☐ Yes ☐ No

Important to know: If your circumstances change while on the waitlist for public housing, you can apply for Priority Access by submitting a Priority Access Referral form.

Additional Preferences

	Yes	No
Do you require a unit that allows smoking?	<input type="checkbox"/>	<input type="checkbox"/>
Do you own a vehicle and need parking?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a unit that allows pets?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please specify what kind of pet(s) you have and how many:</i>		

Section 5: Building Selection

NSPHA cannot process your application without your building selections. You will only be placed on the waitlist for buildings that you select and are eligible to live in.

Building lists for each district can be found on the Nova Scotia Provincial Housing Agency's website (nspha.ca/applicants/apply-housing).

If you received this application by mail, use the building list that is included. Be sure to select buildings from the list that match your household type:

- Individuals 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

Important to know: 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 readmitted 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 boxes below to confirm:

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

Section 6: Declaration and Consent

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

For NSPHA to process your application:

1. All lines need an initial by each applicant to show that they have read and understand each statement.
2. All applicants must sign and date this form.

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 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. _____
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 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 NSPHA finds any false or misleading statements, my (our) application will be cancelled. I (we) cannot hold NSPHA liable for damages. _____
6. I (we) authorize 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 NSPHA to reveal personal information about me (us) to third parties, for any of the above reasons. _____

Section 6: Declaration and Consent

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

8. I (we) give permission to any person or entity to reveal personal information about me (us) to 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). _____

Important to know: To be eligible for public housing, applicants must meet the eligibility criteria, update the information provided in this form annually, and ensure your contact information is up to date. **If we cannot reach you, we will cancel your application** (you may re-apply at any time).

Print Name

Signature

Applicant

Co-applicant
(if applicable)

Date

Personal information is collected, used and may be disclosed by 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)

Register for the online portal!

We encourage all applicants, no matter how they apply, to register for the online applicant portal at NSPHA.ca and opt-in to email communication.

Once NSPHA reviews your application, we will contact you and provide you with an application number. You can use that code and your email address to register for the online portal.

The online portal gives you real time access to your application so you can make changes to ensure we can match you with suitable housing options.

How to submit your application:

The following pages include a list of NSPHA District Offices, addresses and contact information. You may use this information to submit your application to the appropriate district.

Metropolitan District

Serving Halifax Regional Municipality

Email:

ApplicationsNSPHA.MD@novascotia.ca

Office Address (Mailing or In Person):

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

Questions? Call:

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

Cape Breton Island District

Serving Cape Breton Island

Email:

ApplicationsNSPHA.CBID@novascotia.ca

By Mail:

18 Dolbin Street
Sydney, NS
B1P 1S5

In Person:

18 Dolbin Street Sydney	15999 Central St. Inverness	218 MacSween St. Port Hawkesbury
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Questions? Call:

1-800-565-3135

Northern District

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

Email:

ApplicationsNSPHA.Northern@novascotia.ca

By Mail:

144 Victoria St. East Amherst, NS B4H 1Y1	9 Church St. Truro, NS B2N 3Z5	7 Campbell's Lane New Glasgow, NS B2H 2H9
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PO Box 1373 Antigonish, NS B2G 2L7	PO Box 249 Guysborough, NS B0H 1N0
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In Person:

144 Victoria St. East	9 Church St.	7 Campbell's Lane
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20 Orchard Terrace	Chedabucto Centre, H-9996 Hwy 16
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Questions? Call:

1-800-565-3135

Western District

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

Email:

ApplicationsNSPHA.WD@novascotia.ca

By Mail:

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

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

Questions? Call:

1-800-306-3331