Nova Scotia Provincial Housing Agency

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 all members of your household must be either Canadian Citizens or have Permanent Resident status.
- You must be a resident of Nova Scotia and currently living in the province.
- 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.
- If you own a residential property that could reasonably be used as suitable, safe, or accessible year-round housing, you may still be eligible for public housing if you agree to sell the property within one year of signing your lease. For more information, see the Property Ownership Policy or Tenant Handbook.

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.

Note: Under "Status in Canada," indicate whether the household member is either a Canadian citizen (CC), Permanent Resident (PR) or Neither (NP).

Applicant(s)

Household member(s) who will sign the lease agreement.

Full Name *(First, Middle, Last)*	**Date of Birth** *(dd/mm/yyyy)*	**Gender**	**Social Insurance Number (SIN)**	**Status in Canada (CC, PR, NP)**	**Relationship to Applicant(s)**

Additional Household Member(s)

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

Full Name *(First, Middle, Last)*	**Date of Birth** *(dd/mm/yyyy)*	**Gender**	**Social Insurance Number (SIN)**	**Status in Canada (CC, PR, NP)**	**Relationship to Applicant(s)**

Nova Scotia Residency

☐ All members of my household are residents of and living in Nova Scotia.

Contact Information

It is important to keep your contact information up to date so we can contact you about your application.

You can update your information through the Applicant Portal at NSPHA.ca or by calling your district office.

If you do not have a permanent address, provide an email address or another mailing address where we can reach you.

NSPHA may contact you by email, mail, or phone. Please provide only the contact information you want us to use.

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. 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

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	Household Member Name
Income Type	**Amount ($)**	**Amount ($)**	**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					
Earned Rental Income					
RRSP/RIF					

Section 2: Income Information

Spousal Support (Alimony)					
Student Loan					
Veteran Pensions & Allowance					
Workers' Compensation					
Total Monthly Income					

Students in Your Household

Is this household member a student? (Yes or No)					

If your household has more than four members who are earning or receiving income, complete the Section 2: Income Information pages (4 & 5) for each member.

Section 3: Housing History

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's 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 rent supplement from the Province of Nova Scotia?	☐	☐
Have you previously applied for public housing with the Nova Scotia Provincial Housing Agency (formerly Housing Authority)?	☐	☐
Have you previously been a tenant with the Nova Scotia Provincial Housing Agency (formerly Housing Authority)?	☐	☐

Property Ownership

☐ I do not own residential property

☐ I own residential property

Important to know: Applicants who own residential property suitable for year-round housing must divest (sell, transfer or permanently dispose of the property) within one year of signing a lease with NSPHA.

Exceptions may apply for *Non-Disqualifying Property Ownership*, which includes situations where the property cannot reasonably be used as safe, suitable or accessible year-round housing.

Failure to disclose residential property ownership as an applicant or tenant may result in cancellation of the application or termination of tenancy. For more information, see the Tenant Handbook or visit the NSPHA website (nspha.ca).

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

Address: _____

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

Section 3: Housing History

Address: _____

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

Important to know: While you may select multiple unit sizes, 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?	☐	☐
Do you or a member of your household have a disability that requires you to have a unit with street level access?	☐	☐
Do you have limited physical mobility that requires the use of a wheel-chair full time? *(Unit includes amenities such as lowered counters with roll under access, counter-mounted cooktop with wall oven, wheel-in shower, and grab bars)*	☐	☐
Do you have a limited physical mobility but do not require the use of a wheelchair full-time? *(Unit includes amenities such as a walk-in shower and grab bars)*	☐	☐

Section 4: Housing Needs

Priority Access

About Priority Access:

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

1. **Homelessness**
2. **Gender-Based Violence**
3. **Inadequate Housing**
4. **Life Sustaining Health Services**

To be eligible for Priority Access, your household must meet the eligibility criteria and have a designated professional complete the Priority Access Referral form. For more information or to download a referral 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

Only check the box(es) if you would you like to be considered for a unit that allows any of the following:

☐ Smoking ☐ Parking

☐ Pets *If yes, please specify what kind of pet(s) and how many:*

_____

NSPHA will do its best to match preferences but may not be able to so in every situation. We may contact you if we need to review your building choices with you.

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 – Households with at least one adult and one or more dependants
- Seniors – Households 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 want to be rejoin 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.

NOTE: Beginning February 1, 2027, general applicants will be required to accept the first housing offer they receive based on the buildings selected on their application.

Please check the box below to confirm:

☐ I/We have read and understand the information above.

Section 6: Declaration and Consent

By signing this declaration and consent, you confirm that the information provided is accurate and truthful to the best of your knowledge. Please note that withholding or falsifying any information may result in the cancellation of your application.

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 stay on the public housing waitlist, you must continue to meet the eligibility requirements, complete your annual application update, and keep your contact information up to date. If we cannot contact you, your application will be cancelled. You can apply again 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)

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 office, 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

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
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	

Questions? Call:

1-833-776-0585

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
99 High Street Bridgewater, NS B4V 1V8	10 Starrs Road Yarmouth, NS B5A 2T1

In Person:

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

Questions? Call:

1-800-306-3331