

# How you can APPLY

## Obtain an application form in any of the following ways:

- Download the form on the OMHM website at [www.omhm.qc.ca/en/](http://www.omhm.qc.ca/en/).
- Come to our offices (see the back of this brochure for our address).
- If you cannot come to our offices, call 514-868-5588, option 3.

## Fill out the form, sign it and include the following documents:

- a proof of residency for the past two years, i.e. a copy of your current lease, or of the previous leases, and notice of rent increase, if applicable;
- a proof of Canadian citizenship or your immigrant status;
- for each adult who will reside in the apartment:
  - a copy of his or her latest provincial detailed notice of assessment;
  - or, if he or she has not yet received the notice of assessment, a copy of his or her latest tax return to Revenu Québec and all tax statements received (T4, T4A, Relevé 1, etc.).
- for each adult who is a full-time student, a proof of school attendance;
- Other documents might be requested.



## Send the application and your documents by mail or bring them in person to

Service d'accueil des demandes de logement et de référence  
415, rue Saint-Antoine Ouest, bureau 202  
Montréal (Québec) H2Z 1H8  
Office hours: Monday to Friday (except holidays)  
from 8:30 a.m. to noon and from 1 p.m. to 4:30 p.m.

For further information about your application, please contact us:  
Telephone: 514-868-5588, option 3  
Fax: 514-868-5966  
Email: [demandeurs@omhm.qc.ca](mailto:demandeurs@omhm.qc.ca)

The OMHM website also contains useful information for applicants at  
[www.omhm.qc.ca/en/](http://www.omhm.qc.ca/en/).



Office municipal  
d'habitation  
de Montréal

*La version française de ce document est disponible sur demande.*

# What you should KNOW

**In subsidized housing, tenants pay a rent equivalent to 25% of the household income. There are two categories: low-rent housing and housing that is part of the Rent Supplement Programs (PSL). When you fill out an application for subsidized housing, it is valid for both low-rent housing and PSL housing. You do not have to submit a separate application for one or the other.**

On the island of Montreal, the Office municipal d'habitation de Montréal (OMHM) oversees almost 21,000 low-rent housing units. Approximately half of these units are for families and people living alone. The others are reserved for seniors aged 60 and over. There are also around 7,000 PSL units managed by private landlords who have signed agreements with the OMHM.

For both types of housing, rent amounts to 25% of the household income. Certain additional amounts are charged for electricity, parking, the use of an air-conditioner and other amenities, if applicable. Apartments are granted under the By-law respecting the allocation of dwellings in low-rental housing included within the Act respecting the Société d'habitation du Québec.



# LIVING in subsidized housing in Montreal

Submitting an application for low-rent housing or a rent subsidy (PSL)



Office municipal  
d'habitation  
de Montréal





## Eligibility criteria

**To qualify for housing, you must meet all of these conditions:**

- You are a Canadian citizen or permanent resident and you live in the province of Québec.
- You reside or you have resided in the Communauté métropolitaine de Montréal (CMM) for at least 12 months during the past two years prior to the date of your application (this criteria does not apply to a person who is victim of conjugal violence or who uses a wheelchair, provided they reside in Québec).
- The assets of all persons listed on the application are worth no more than \$50,000.
- You are capable of providing for your own basic needs and those of the household members. If this is not the case, please provide proof that you will receive the necessary assistance. Should you become incapacitated, living with an eligible caregiver may be considered in the application.
- The previous year’s combined gross income for all persons on the application is no more than:

**Individual or couple: \$30,000**

**2 people (who are not living as a couple) or 3 people: \$34,500**

**4 or 5 people: \$40,500**

**6 people or more: \$55,000**

These amounts apply as of September 2019 and are subject to change.

**The following individuals are ineligible:**

### Students

Full-time students in a secondary or post-secondary institution do not qualify, unless they have a dependent child, are more than 20 weeks pregnant or are experiencing severe employment limitations and are enrolled in a study program.

### Former tenants of subsidized housing

Former tenants of subsidized housing do not qualify if their lease has been canceled for one of the following reasons: they left without paying, they have an unpaid debt with an OMH or a landlord under an agreement related to one of the Rent Supplement Programs, or following a decision of the Régie du logement. The ineligibility period varies according to the situation.

## Processing your application

The OMHM ensures that your application is complete and assesses your eligibility before transferring it to the selection committee, which meets regularly to determine your ranking on our waiting lists. This committee consists of two representatives from socio-economic groups, two representatives elected by tenants in low-rent housing and one OMHM representative. The committee reviews all files without knowing the applicants’ names. The OMHM confirms the receipt of your application in writing.

## Assessing your application

Your application will be assessed according to the following criteria established by the Government of Québec:

- maximum of **6 points** for the income of all household members;
- maximum of **6 points** for the seniority of your application (2 points per year);
- **1 point** for the presence of each minor child (the point will be taken away when the child reaches 18 years of age);
- maximum of **5 points** for certain psychosocial, health or social harmony factors as defined by by-laws.



We rank your application on the waiting lists of the chosen territories based on your total score. The ranking on these lists will change over time based on the score of incoming applications. Once your application reaches the top of the list and an appropriate apartment becomes available, the OMHM offers it to you.

If you turn the offer down and according to the By-law, your application will be cancelled for one year and will lose its seniority. After one year, you can contact the OMHM to submit a new application. However, the application will be cancelled for three years if you turn the offer down after having signed the lease.

## Waiting lists

More than 22,000 households are waiting for housing and about 2,000 units become available each year. The waiting time therefore averages 5 years and depends on several factors: the number of households waiting for housing in the chosen territories, the type and size of housing needed, your total points, the number of apartments available and prioritized situations.

We have different waiting lists based on:

- the type of housing (depending on the age of the applicant and the need for adapted housing);
- the chosen territory;
- the required size:
  - a studio apartment for a person living alone;
  - a one-bedroom unit for a person living alone or a couple;
  - one extra bedroom for each additional person, but a single bedroom for two children under the age of seven, or two children under the age of 14 who are of the same sex and who are not more than six years apart.



## How to check your ranking

Once the selection committee has approved your application, you can check your ranking on the waiting list on the OMHM website at [www.omhm.qc.ca/en/](http://www.omhm.qc.ca/en/). Simply click on *Check your eligibility list position* on our home page and enter your reference number in the search field. Rankings will be updated on or around the 20<sup>th</sup> day of each month following the selection committee meetings.

## Prioritized situations

Priority will be given to an application that meets the general eligibility criteria in any of the following situations:

- A household is forced to move following a disaster that made its dwelling unfit for habitation.
- A household is forced to move because its dwelling was declared unfit for habitation through the application of a municipal by-law.
- A person is victim of domestic violence or whose lease has been terminated following a sexual aggression and who is no longer safe in his or her home (article 1974.1 of the Civil Code of Québec).
- A household is forced to move following an expropriation by the City of Montréal or the Government of Québec.

You may appeal to the Régie du logement should you feel that your application has not been processed in accordance with the By-law respecting the allocation of dwellings in low-rental housing.

