

French River Seniors Housing

63 Notre Dame Street East,
Noëlville, ON, P0M 2N0



Tenant Application Package



Descon Management Group Ltd.
2025

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1. General Information

To apply you must:

- Be 55 years of age or older.
- Be prepared to sign a 1-year lease term, no exceptions.
- Fully complete all application fields, sign/date your application and provide the required application deposit.

Note: Preferences will be given to current or former residents of French River.

2. How To Apply For An Apartment?

All questions regarding your application must be directed to the **Property Manager** and **NOT** to the Municipality.

Applications will be processed by the Property Management Company, and your application details and confidential personal information will **NOT** be shared with the Municipality for privacy reasons. The Property Manager will only notify the Municipality whether an applicant has been accepted or declined.

Steps to Apply:

- 1) Carefully review all documents and information in the application package.
- 2) Complete the attached rental application forms and fill in all required information. Ensure every section is completed. If certain portions do not apply, write "N/A" instead of leaving any boxes blank. Be truthful; false information on the rental application may result in rejection or eviction.
- 3) Sign your completed application form and provide all supporting documentation or proof of identification. Include your \$100 application deposit and submit these documents to the Property Manager using one of the methods outlined below.

****REFER TO THE CHECKLIST IN THIS PACKAGE TO ENSURE YOU'VE INCLUDED EVERYTHING****

3. Where To Send Your Application?

Submit your completed application using one of the following methods:

By Email to:

You will receive an email notification that your message was received. If you do not receive an email, please phone the number listed below to ensure your application has been received.

By Mail:

PO Box 1015 Station main, North Bay, ON, P1B 8K3

Include a money order for your deposit. Personal checks or e-transfers will not be accepted.

By Appointment (In-Person):

Please contact the Property Manager at 705-472-8749. Press 1 to speak with the property administrator or leave a message with your contact details.

Processing requirements – Applications that are incomplete, missing information, or submitted without the \$100 application deposit and supporting documentation will be delayed or may not be processed. **Preference will be given to fully completed applications.**

4. How to get help completing the application?

Assistance with completing the application is available by scheduling an appointment. Options include telephone consultations, virtual meetings, or in-person meetings. Please contact the Property Manager using the provided contact information to book an appointment for one of the following dates:

- February 25, 2025
- February 26, 2025

5. Key Dates

The application period for senior housing officially opens on **February 28, 2025.**

Applications submitted before this date will not be processed until **March 15, 2025.**

Submit applications by **March 15, 2025** (midnight) to be included in the first round of processing. Applications received after this deadline will be placed behind those submitted on or before the deadline.

6. What happens after submitting the application?

Once your application has been reviewed, you may receive a request from the Property Manager for a brief telephone or virtual interview. This interview will cover your application details, clarify any questions about the information provided, and/or request additional details or clarification.

If you have questions about your application status, **DO NOT CONTACT THE MUNICIPALITY** for information.

The approval process is managed solely by the Property Manager. If you are uncertain whether your application was received or if it is taking longer than the timelines indicated below, you may contact the Property Manager using the email or phone number listed in Section #3 above. Email is the preferred method of communication to ensure a timelier response.

7. How long will it take to review my application?

The application period for senior housing will officially open on **February 28, 2025.**

Please note: Applications can be submitted before this date; however, processing will not begin until **March 15, 2025.**

For those who have already added their name to the list, please ensure your application is submitted on or before March 15, 2025.

Your application can take 7–10 business days to process, depending on how quickly we receive responses to background checks and the number of applications received at the same time.

There has been significant interest in the apartments, and we anticipate a high volume of applications. Please be patient—you will receive a response as soon as we confirm your

information.

8. How will applications be reviewed/selected?

Applicant selection will occur in the order of application receipt, subject to the processing start date noted above, and upon successful processing and approval of the information provided.

The approval process is based on unbiased selection criteria, including financial and credit scoring, references, and other relevant evaluation parameters. All information gathered will be kept confidential.

For privacy reasons, we are unable to share specific criteria, results, or credit scoring information with applicants.

Applications will be processed based on the date received and scored according to the information provided. Applications will continue to be accepted and processed until all units are filled. Once all units have been allocated, a notification will be issued stating that applications are no longer being accepted.

9. How will I know if my application is approved?

Once approved, you will receive a copy of our approval letter/notice, which will include the acceptance package.

This package contains:

- Your lease agreement
- Tenant handbook
- Parking information
- Move-in sign-up sheet

Your signed lease must be returned within 7 days of receiving the approval letter, along with your last month's rent deposit.

IMPORTANT: If the signed lease and required payment are not returned within the specified timeframe, your unit cannot be held and will be offered to the next approved applicant.

An installment plan for the last month's rent deposit may be arranged on a case-by-case basis, subject to written agreement with the landlord.

Due to the high interest and anticipated volume of applications, approval is not guaranteed. If you are not selected, we thank you for applying. You may request to be included on a waitlist in case another applicant withdraws, or a unit becomes available.

If your application is approved or declined:

- The \$100 application deposit will be refunded or credited against your last month's rent.
- However, if your application is approved but you choose not to sign a lease or take possession of the apartment, your **\$100 application deposit will NOT be refunded.** It will instead be applied towards processing and re-renting costs.

10. Lease information

Lease start dates will be available starting **September 1, 2025**, or **October 1, 2025**, to allow time for tenants to give notice or sell their homes if required.

Leases will be issued for a **one-year term, with no exceptions**.

11. Move-in dates/process

Move-in dates for the building will begin in September 2025 and continue monthly thereafter. No more than two move-ins will be permitted per day, divided into morning and afternoon time slots to avoid congestion and provide appropriate time for walk-throughs with tenants.

You must sign up for a move-in time slot with the Property Manager and book your move in advance to ensure your preferred date and time are available. Time slots will be allocated on a first-come, first-served basis.

On your scheduled move-in date, you will:

- 1)** Receive the keys to your unit.
- 2)** Complete a pre-move-in walkthrough inspection with the Property Manager, which will be documented.
- 3)** Be provided with a tour of the building and basic instructions for its features and your unit.

All relevant information will also be included in your tenant handbook. You are welcome to ask any questions to help you become familiar with your new home.

Rental Application Checklist

Please review and ensure you have provided all the documents and information required to have a fully completed application.

CHECK ALL BOXES TO ENSURE YOU HAVE FULLY COMPLETED YOUR APPLICATION AND INCLUDED ALL NECESSARY ITEMS IN YOUR ENVELOPE OR EMAIL

- You completed the rental application form with all information filled out on the application pages and no blank fields.
- ALL applicants have signed the rental application form.
- ALL applicants have provided a copy of valid identification.
- ALL applicants have included proof of employment/income.
- You included the \$100 refundable Application Deposit by cheque or money order. Do not provide cash.
- You forwarded all the above completed application items ONLY to the Property Management Company at the email address provided OR the mailing address provided in the application guide.

If you have completed all items on this check list your application is completed and will be reviewed as quickly as possible.

Thank you!

LANDLORD's AGENT:
(Hereinafter referred to as the "Landlord")



DESCON MANAGEMENT GROUP LTD
350 Kirkpatrick street North Bay, ON, P1B 8G5
Pone: 705-472-8749

Tenant Application

I/We hereby make application to rent an apartment located at:
63 Notre-Dame Street E., ON, P0M 2N0
Suite# listed in Section 'B' below
(Hereinafter referred to as the "Premises")

PREFERENCES			
<i>** We will contact you if none of the choices are available **</i>			
A. Check only one option:		B. List the suite number(s) you wish to apply	
1 Bedroom		First Suite # Option	
2 Bedroom		Second Suite # Option	
Barrier Free		Third Suite # Option	
C. The minimum Lease Term is for 1 YEAR – Please check the preferred date you wish to start your Lease and move into the Premises:			
September 1, 2025, OR ASAP:		Other Date:	
SECTION #1 – GENERAL APPLICANT QUESTIONS			
(circle YES or NO accordingly)			
1) Is the applicant 55 years of age or older at the time of this application?		YES	NO
2) Do you intend to reside in apartment unit all year round?		YES	NO
3) Do you have mobility issues which requires a wheelchair or walker?		YES	NO
4) Check only 1 box:			
I currently live in French River		Formerly lived in French River	
5) Do you have any pets?		YES	NO
What type/breed of Pet? (dog/Shepherd)		Pet Size in LBS?	
6) Do you or any co-applicants smoke? <i>*Note that the Building is Non-Smoking including Suites.</i>		YES	NO
7) How many parking spaces will you and co-applicants require for owned vehicles?			
8) Have you declared bankruptcy or filed a consumer proposal in the last 7 years?		YES	NO
9) Have you ever received an eviction notice, been evicted, or refused to pay rent?		YES	NO
10) Have you ever been involved in any Landlord and Tenant Board process or hearing?		YES	NO
If yes, please describe:			

I/We acknowledge and agree that no other person(s) shall occupy the Premises other than those identified below. Co- signers and/or Guarantors must also be listed as an applicant and marked with an “ * ” at the top of the column.

SECTION #2 - APPLICATION INFORMATION			
APPLICANT'S INFORMATION	Applicant#1	Applicant#2	Appl#3 / Co-signer
First Name:			
Middle Initial:			
Last Name:			
Email Address:			
Date of Birth (yyyy/mm/dd):			
Phone Number:			
Vehicle Plate Number:			
Make of Vehicle:			
Vehicle Color / Year:			

SECTION #3 – RENTAL HISTORY

Starting with your current address, please list **1 previous address (within the last 5 yrs)**.

- Ensure there are no gaps in your rental history. If there are gaps, please provide a reason for the missing rental period.
- If you currently own your home and plan to sell it before moving into the apartment, complete the address information, indicate the number of yrs owned, and write **"OWN MY CURRENT HOME"** in the Landlord's Name section.

CURRENT ADDRESS:

Current Unit Number:	
Street # and Name:	
City/Town:	
Province / Postal Code:	
No. of Years:	
Landlord's Name:	
Landlord's Tel. Number:	

PREVIOUS ADDRESS

Previous Unit Number:	
Street Number and Name:	
City/Town:	
Province / Postal Code:	
No. of Years:	
Landlord's Name:	
Landlord's Tel. Number:	

Are you related to any of the previous landlords listed above?

YES

NO

If there is a gap in your rental history, please describe why?

SECTION #4 – PROOF OF INCOME

If you are UNEMPLOYED or RETIRED, please note it in the
“Present Employer’s Company Name” in this section.

EMPLOYMENT HISTORY	Applicant 1	Applicant 2	Co-Signer
Current Employer’s Name:			
Position:			
Phone:			
Length of Employment:	Yrs. Months.	Yrs. Months.	Yrs. Months.
Monthly Income:			
Supervisor/Manager’s Name:			
Complete Previous Employer section below ONLY if you have been with Present Employer for less than 2 Years:			
Previous Employer’s Name:			
Position:			
Length of Employment:	Yrs. Months.	Yrs. Months.	Yrs. Months.
Monthly Income:			
Supervisor/Manager’s Name:			
Contact information:			
Are you related to any of your previous employers listed above?	YES		NO
If Yes, please state relationship (brother, father, cousin, etc.)			

SECTION #5 – SOURCE OF ADDITIONAL INCOME

If you are **EMPLOYED** and completed Section #4 above, write “N/A” in this section.

To identify your ability to pay Rent, please list below and provide proof of other income/payment sources with your application (e.g. copy of a slip or statement – Be sure to blank out all account numbers).

Other Income from other sources:	Applicant 1	Applicant 2	Co-Signer
Employment Insurance			
Old Age Pension/Security			
CPP			
Workplace Safety and Insurance Board			
Ontario Disability Support Program			
Income from sale of a property or house			
Family member financial support			
Other (e.g. Savings, Investments, etc.)			

SECTION #6 – REFERENCES

References for each applicant should come from a bank manager, council member, lawyer, employer, accountant or any other professional reference source in the community. **Please do not use friends or family members for references.**

Applicant #1		OFFICE USE	
Reference First & Last Name:			
Address:			
Relationship:			
How long have you known them:			
Where do they work:			
Contact information:			
Applicant #2		OFFICE USE	
Reference First & Last Name:			
Address:			
Relationship:			
How long have you known them:			
Where do they work:			
Contact information:			
CONTACT IN CASE OF EMERGENCY (Closest family member or relative)			
	Applicant #1	Applicant #2	Alternate
First & Last Name:			
Address:			
Relationship:			
Contact information:			

SECTION #7 – RESIDENTIAL RENTAL APPLICATION TERMS

I/We hereby apply for the rental [lease] of the residential Premises as indicated on the preceding pages of this application form.

I/We give the Landlord, the Landlord's Agent, Representative, and/or Property Manager (herein collectively referred to as the "Landlord") permission to check my credit history, references, and other relevant information to determine my residential rental history, legal/criminal record, financial history, and my ability to pay rent and maintain the rental unit and rental Premises in keeping with industry standards. My signature below confirms that I agree to and request all credit reporting services, including Rent Check Credit Bureau, Single Key Screening, all financial institutions, banks, courts, tribunals, employers, and personal references, to disclose any pertinent information about me.

I/We understand that any intentional omission or deceit on my/our application will result in the denial of my/our application and the forfeiture of any monies held in the Landlord's trust.

I/We hereby agree to provide the Landlord the sum of \$100.00 as a deposit for the processing of this application. I/We understand and agree that payment of the deposit, and the Landlord's acceptance of it, does not constitute a tenancy agreement. The Landlord will not process this rental application without payment of the deposit, which will delay my/our application.

I/We understand that the building is a non-smoking facility and that any smoking inside the building is grounds for lease termination/eviction per the Residential Tenancies Act.

I/We clearly understand and agree, as evidenced by my/our signature below, that this is an application to rent [lease] and in no way constitutes an agreement between the Landlord and Tenant to rent [lease]. I/We understand and agree that a tenancy agreement or lease will be entered into at the discretion of the Landlord.

In the event that the Landlord accepts my/our application, I/We understand that full payment of the Last Month's Rent is required at the signing of the Lease Agreement, and my/our First Month's Rent must be paid in full prior to receiving keys or being granted possession of the rental unit [Premises]. An installment plan for the Last Month Rent Deposit can be arranged on a case-by-case basis and only as agreed to in writing by the Landlord.

I/We further understand and agree that in the event the Landlord accepts my/our application, a binding offer to rent [lease] said rental unit [Premises] is created. If I/We withdraw or cancel my/our application, any and all deposits paid will not be refunded. The Landlord will apply said deposit to re-advertisement costs to find a new tenant, administrative costs to process a new tenant's application, loss of income as a result of such cancellation, and all other expenses incurred.

If accepted, and this application is approved by the Landlord, I/We agree to sign a Lease Agreement and promptly return said Lease to the Landlord within 7 days of receipt. If I/We fail to return the signed Lease along with full payment of the Last Month Rent Deposit within the time period noted, any and all deposits paid will not be refunded, and the Landlord may offer the rental unit [Premises] to another tenant.

In the event the Landlord does not approve my/our application, I/We understand that reasons for refusal may not be divulged, but my/our deposit will be refunded in full.

I/We have reviewed all relevant information about the rental property/Premises and hereby confirm that the said rental unit is acceptable for my/our intended use as of the date of this tenant application form.

Express Consent	Applicant 1	Applicant 2	Applicant 3/Co signer
	<i>I have read, understand and agree to the terms and provide my consent.</i>	<i>I have read, understand and agree to the terms and provide my consent.</i>	<i>I have read, understand and agree to the terms and provide my consent.</i>
Applicants Signature:			
Print Name:			
Date (DD/MM/YYYY):			

Applicants and guarantors must show and/or provide copy of picture ID with their application

Frequently Asked Questions & Answers

1) When will the building be ready for occupancy?

The building will be ready in early September 1, 2025

2) What will the building look like?

The housing project will consist of 30 apartment suites in 3 separate buildings, featuring a mix of 1-bedroom and 2-bedroom units. The layout will resemble a single-story "townhouse-style" design, with all units on one level. Each unit will have parking at the front and a patio at the rear as well as a storage shed in the back yard. There is a Common Room (rental option to host private group gatherings) available to residents that will include table chairs, a fridge and coffee maker.



3) What are the purposed rents, additional fees and sizes for the apartments?

The monthly rents are:

- 1 Bedroom: 600 sq. ft. \$1,455
- 2 Bedroom: 715 sq. ft. \$1,655

4) What utilities are included in the rent?

All utilities, including hydro, television, telephone, and internet, will be the responsibility of the tenant. Tenants will need to arrange and pay for these services themselves.

5) Is there air conditioning? Will it be extra for hydro if so?

Units will be heated and cooled by an energy-efficient ductless heat pump system, with auxiliary baseboard heating. Hydro usage for the system will be part of the tenant's hydro bill.

6) Will the building be for seniors or people of all ages?

The building will primarily be for individuals aged 55 and older, subject to final occupancy requirements.

7) Can my adult children move in with me if they are between places?

Only individuals listed on the lease may reside in the unit. Short-term guests need to register with the Property Manager if staying for more than 2 weeks, if guest are staying for longer than 2 weeks they will need to go through the rental application process and adhere to building guidelines.

8) Will the building be rented to just people from French River?

Priority will be given to current and former French River residents. However, vacant units will be made available to seniors from the broader region. Rental applications will be processed by the property management team.

9) Is parking included in the rent?

Parking is available in front of your unit for a **monthly fee of \$20**. This fee helps cover the cost of maintaining the parking area, including snow removal. You may rent an additional parking spot based on availability.

10) Are pets allowed?

Yes, pets are allowed, but restrictions will apply regarding the type, size, and number of pets.

11) Will the building have accessibility features to accommodate disabled persons?

Yes, the building is designed to meet current Provincial Accessibility Standards.

Features include:

- Walk-in showers in all units
- Wider corridors and doorways
- Comfort-height toilets and fixtures
- Certain units will include enhanced features for wheelchair users, such as roll-in showers, wall-mounted sinks, and grab bars in washrooms.

12) Will there be internet? If not, can I drill the access holes anywhere?

Internet service will be the tenant's responsibility. Units will be pre-wired with convenient locations for internet setup.

13) Will there be laundry Facilities?

Each unit will have washer and dryer hookups. Tenants must provide their own apartment-sized stacked washer and dryer.

14) Will there be fridges and stoves?

Units will have appropriate electrical hookups, but tenants must supply their own apartment-sized appliances.

15) Is there a convenience store in the building?

No, there is no convenience store onsite. Tenants requiring assistance with groceries or transportation are encouraged to network with other residents through a community posting board in the common room.

16) Who will oversee the maintenance of the building?

A dedicated property manager and onsite superintendent will handle all maintenance issues.

17) Will there be a common room?

Yes, a common room will be available for tenant use. It can also be rented for private events for a small fee.

18) Is there a coffee machine in the building?

The common room will have a single serve coffee machine. It will be up to the tenants/guests to provide their own supplies.

19) Can I consume alcohol or cannabis on the property?

Tenants must comply with all relevant laws and building rules. Smoking of any substance is not allowed inside the building or individual units. Intoxicated behaviour is prohibited in common areas. Illegal activities will result in eviction.

20) Is Smoking allowed?

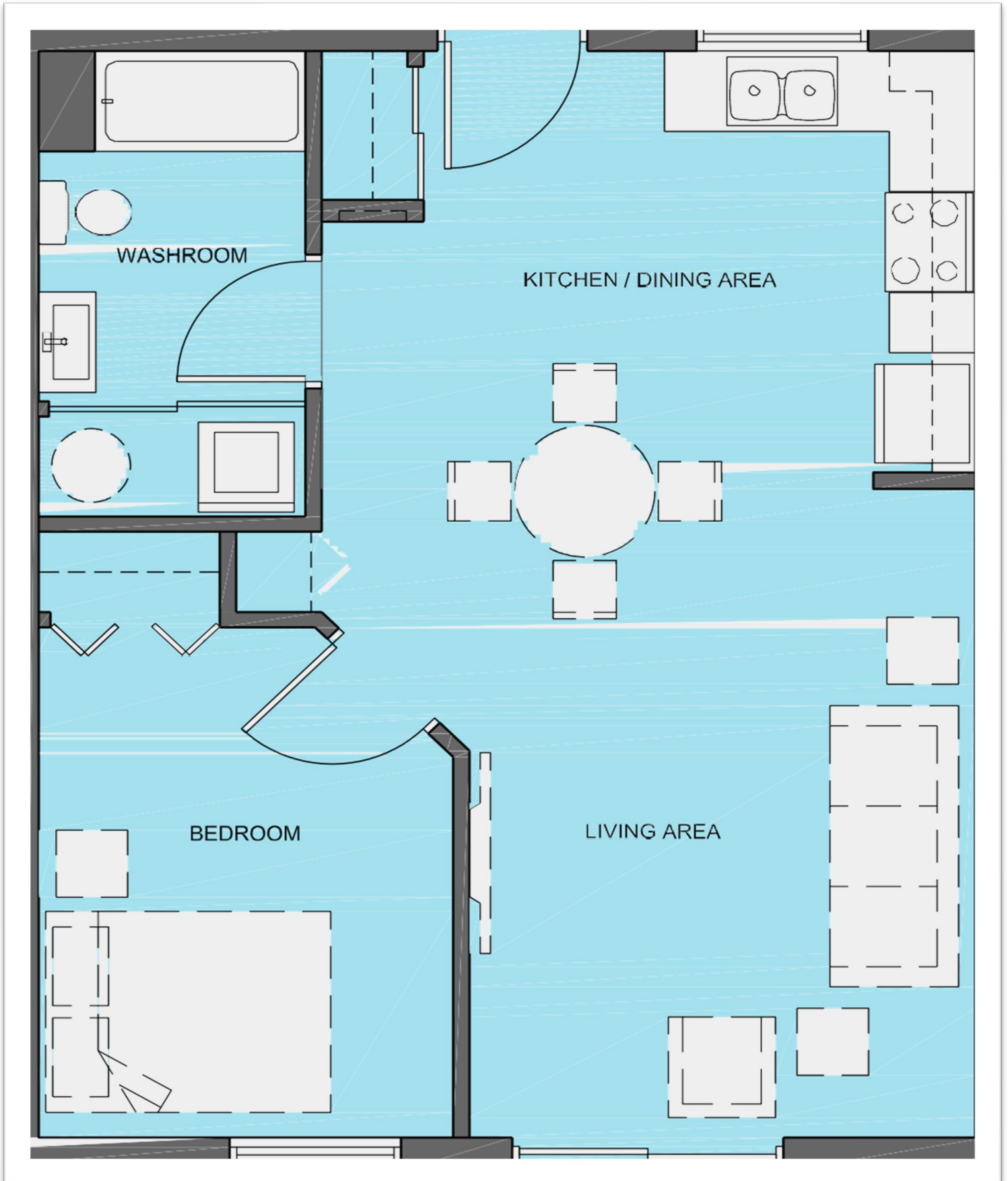
The building is designated as "Non-Smoking"

21) Is there a noise limit?

Tenants will have to comply with local bylaws and those found to create repeat noise disturbances that disrupt the quiet enjoyment of other tenants may be subject to eviction

Suite Layout & Design Package

One Bedroom Floor Plan



Two Bedroom Floor Plan

