

McEvenue Homeworks Application Checklist

For *internal CMHA Peel Dufferin clients*, please ensure **ALL** relevant documents mentioned below are attached and uploaded to CRMS along with this completed checklist.

Your application will not be processed until ALL documents are present.

Please contact Homeworks@cmhapeel.ca if you have any inquiries.

All Applications MUST include the following:

☐ Completed McEvenue Homeworks Application including amount being requested

Payment is currently issued by cheque only

☐ Cheque – Banking institution, account number, mortgage number (if applicable)

*Please note: it is the responsibility of the worker to ensure any specific instructions on issuing a cheque to a specific institution are communicated in the application

*Please note: Requests for cheques may take up to 5 business days

*Please note: Payment can NOT be issued to client directly

*Please note: Homeworks does NOT issue e-transfers

☐ Most recent bank statements demonstrating activity over the last three months

*Please note: Screenshots are NOT acceptable – full bank statement is required including:

(a) Client name + Banking details

(b) Transaction Records

☐ Income verification – if client is on a fixed income (i.e. Ontario Works, ODSP, CPP etc.)

☐ Lease agreement outlining the:

- (a) Landlords name
- (b) Monthly Rental Amount
- (c) Address of residence

☐ Proof of arrears (ex. A formal letter or notice from landlord) indicating:

- (a) Landlords name
 - (b) Unit of residence
 - (c) Total amount owing in arrears
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Please attach the following documents for your specific application requests:

Rental Assistance/First & Last Month/Rental Arrears/Mortgage

☐ Sustainability plan – brief paragraph outlining how the client intends on completing rent payments going forward

☐ Mortgage statement outlining:

- (a) Amount
- (b) Payment Information

*Please note: the expectation is that the client remains in the unit as Homeworks is meant to support in sustaining housing for the client applying

Furniture/Home Items

☐ Two quotes for furnishings

Services: Cleaning/Repairs

☐ Two quotes for services