



Instructions and Checklist

You must complete this form and the attached Regional Consent form to continue to be eligible for rent-geared-to-income (RGI) or modified housing.

You must complete ALL sections of this form.

You, your spouse/co-applicant (if applicable), and all other people who live with you, 16 years of age and older, must read and sign:

- **Declaration form (Section 6)**
- **Consent to Disclosure and Verification of Information and Documents form.**

You must include the following information when you return your forms:

- ☐ Proof of Income Statement or Notice of Assessment (NOA) from the Canada Revenue Agency for you, your spouse/co-applicant (if applicable), and anyone else you live with who is 18 years of age or older and not a full-time student.
 - See attached information about how to get the Proof of Income Statement.
- ☐ If the net income on the Proof of Income Statement or NOA is very different from current income you will be required to provide proof of your current income along with the NOA.
- ☐ Statement of Assistance from Ontario Works or ODSP, showing the amount of your social assistance and the names of everyone in your benefit unit (if you receive social assistance).
- ☐ Proof of school enrolment for all full-time students over the age of 18 years.
 - Ontario Student Assistance Program (OSAP) statement or letter from the school registrar showing the percentage of a full course load that the student is taking.
- ☐ Proof of assets if the total value of your assets is more than \$30,000 or if you have had a large change in the value of your assets or you have disposed of any assets in the last 12 months.
 - Bank statements showing current balance
 - Financial statements for investments (e.g. GICs, term deposits, mutual funds, shares, RRSPs)
 - Statement of the cash surrender value of any life insurance policy
 - Most recent property appraisal and most recent mortgage statement for real property
- ☐ A current letter from Immigration, Refugees and Citizenship Canada (IRCC) showing proof of status in Canada for anyone who is not a Canadian Citizen or Permanent Resident.



Housing Services Division
Durham Access to Social Housing

Annual Eligibility Review Rent-Geared-to-Income (RGI) and Modified Housing

Section 1: Primary Applicant

Last Name _____ First Name _____

Unit Number _____ Address _____ City/town _____

Date of Birth (day/month/year) _____ Gender _____

Social Insurance Number _____ Full-time student? ☐ Yes ☐ No

Home Phone Number _____ Work Phone Number _____

Cell Phone Number _____ Email address _____

If you live in a modified unit, do you still require these modifications? ☐ Yes ☐ No

Section 2: Other Household Members

Please provide information about all adults and children who live with you.

First Name	Last Name	Relationship	Date of Birth Day/Month/ Year	Gender	Full-time student?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

Has anyone moved in or out of your unit in the last 12 months? ☐ Yes ☐ No

If Yes, please provide details, including the name of the person, their date of birth, their relationship to you, and the date they moved in or out of the unit.

Section 3: Income Information

List ALL money received by you or anyone living with you. This may include:

- Employment (full time, part time, casual)
- Self-employment or business income
(Please include the name of your business and the nature of your work)
- Ontario Works
- Ontario Disability Support Plan (ODSP)
- Employment Insurance (EI)
- Workplace Safety Insurance Board (WSIB)
- Old Age Security and Guaranteed Income Supplements (OAS/GIS/GAINS)
- Canada Pension Plan (CPP) and other pensions (e.g. company, private, foreign, military)
- Retirement Income Fund (RIF) draws or payments
- Life Income Fund (LIF) draws or payments
- Investment income (e.g. interest/dividends)

You must provide the most recent Proof of Income Statement or Notice of Assessment (NOA) for you, your spouse/co-applicant (if applicable), and anyone else you live with who is 18 years of age or older not attending full time school.

If you receive Ontario Works or ODSP, you must provide your Statement of Assistance, showing the amount of your social assistance and the names of everyone in your benefit unit.

If your income has changed in the last 12 months or if the income declared below is very different from the net income amount on your Proof of Income Statement or NOA, please provide current proof of income, in addition to the Proof of Income Statement or NOA. For example:

- Pay stubs, letter from employer showing gross income
- Service Canada statements for OAS, GIS, CPP or Employment Insurance
- Statements from the source of income for WSIB, private pensions, insurance benefits

Name of person with income	Type of Income	Monthly income before taxes	Proof of Income Statement or NOA
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you received any Registered Disability Savings Plan (RDSP) payments in the last 12 months?..... ☐ Yes ☐ No

If anyone in your household is self-employed, please provide the name and nature of the business

Section 4: Asset Information

List ALL assets owned by you or anyone living with you. Assets may include:

- Bank accounts
- Term deposits, guaranteed investment certificates (GIC), savings bonds
- Registered Retirement Savings Plans (RRSP)
- Registered Education Plans (RESP)
- Stocks, shares, mutual funds
- Life Insurance (cash surrender value)
- Collections or valuables, cash (over \$1,000)
- Business assets (if you own your own business or are self-employed)

Person who owns the asset	Details of Asset (type, account number, name of bank)	Value or Account Balance
		\$
		\$
		\$
		\$
		\$
		\$

Have you disposed of any assets in the last 12 months? ☐ Yes ☐ No

Have you had any new assets in the last 12 months? ☐ Yes ☐ No

Does anyone own property (e.g. house, cottage, trailer, etc.) ☐ Yes ☐ No

If you answered yes to any of the above questions, please provide details _____

You must provide proof if you answered Yes to any of the above questions.

You must provide proof of all assets if the total value of your assets is more than \$30,000.

Section 5: Status in Canada

Is everyone in your household either a Canadian citizen or permanent resident?..... ☐ Yes ☐ No

If no, please provide details of their status in Canada_____

You must provide an up-to-date letter from Immigration, Refugees and Citizenship Canada (IRCC) stating the current status in Canada of everyone in your household who is not a Canadian Citizen.

Section 6: Declaration

1. I/We declare that all information given for this review is true to the best of my knowledge and that I/we have not withheld or left out any required information.
2. I/We declare that no member of my household is currently under a removal order to leave Canada.
3. I/We will inform _____ of the following changes and provide proof of these changes as soon as they occur:

<ul style="list-style-type: none"> ▪ Someone moves in or out of my unit. ▪ A full-time student with income stops attending school. ▪ I start or stop receiving Ontario Works or ODSP. ▪ I am receiving Ontario Works or ODSP and I have an increase in other income. 	<ul style="list-style-type: none"> ▪ My income taxes are reassessed. ▪ My status as a Canadian changes. ▪ I have a large change in the value of my assets, or I dispose of any assets. ▪ I intend to be absent from my unit for longer than 60 consecutive days or 90 days in a 12-month period
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4. I/We will complete my income tax return annually and on time and will advise if my income tax return is reassessed.
5. I/We understand that the information given for this application may be used for the purpose of making decisions or verifying eligibility for assistance under the Housing Services Act, 2011, the Ontario Disability Support Program Act, 1997, the Ontario Works Act, 1997, or the Child Care and Early Years Act, 2014.

Applicant Name _____

Signature _____ Date _____

Co-Applicant Name _____

Signature _____ Date _____

To be signed by all other household members 16 years and older.

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Personal information collected on this form is authorized under the *Housing Services Act, 2011* and will be used to assess initial and ongoing eligibility for rent-geared-to-income housing, modified housing, and other housing-related programs and benefits administered by the Region of Durham. If you have any questions about the collection, use, or disclosure of your personal information, please contact the Access and Privacy Office at privacy@durham.ca or 905-668-7711, extension 2050. To learn more about the Region of Durham's privacy practices, please visit durham.ca/Privacy.



Housing Services Division
Region of Durham

Housing Services Act, 2011

Consent to Disclosure of Information and Documents

1. I/We consent to the release of information to an authorized representative of the Region of Durham and _____ for the purpose of determining past, initial or continuing eligibility for rent-geared-to-income (RGI), modified and/or supportive housing, and other housing benefits, including my placement on any applicable wait lists.
2. Without restricting the generality of the consent in section 1, I/we specifically consent to the release of information relating to the income, assets or status in Canada of myself, my spouse or any of my dependants.
3. I/We consent to the Region of Durham and _____ disclosing to any party personal information about me, my spouse and any dependants for the purpose of determining initial or continuing eligibility for RGI, modified and/or supportive housing, and other housing benefits, including my placement on any applicable wait lists.
4. I/We consent to the exchange of information with any agency, Ministry or department of the Region of Durham, Government of Ontario, Government of Canada, the government of any other province or territory, or any other party for the purpose of determining initial or continuing eligibility for RGI, modified and/or supportive housing, and other housing benefits, including my placement on any applicable wait lists. This includes the exchange of information with authorized representatives under the Ontario Works or the Ontario Disability Support Plan (ODSP) programs.

Applicant Name _____

Signature _____ Date _____

Co-Applicant Name _____

Signature _____ Date _____

To be signed by all other household members 16 years and older.

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____



How do I get a copy of my Proof of Income Statement?

A Proof of Income Statement is a simple version of your tax assessment that summarizes your income and deductions for the tax year. You need to file your taxes every year to be eligible for RGI.

You can get a Proof of Income Statement from the Canada Revenue Agency (CRA) online or by mail.

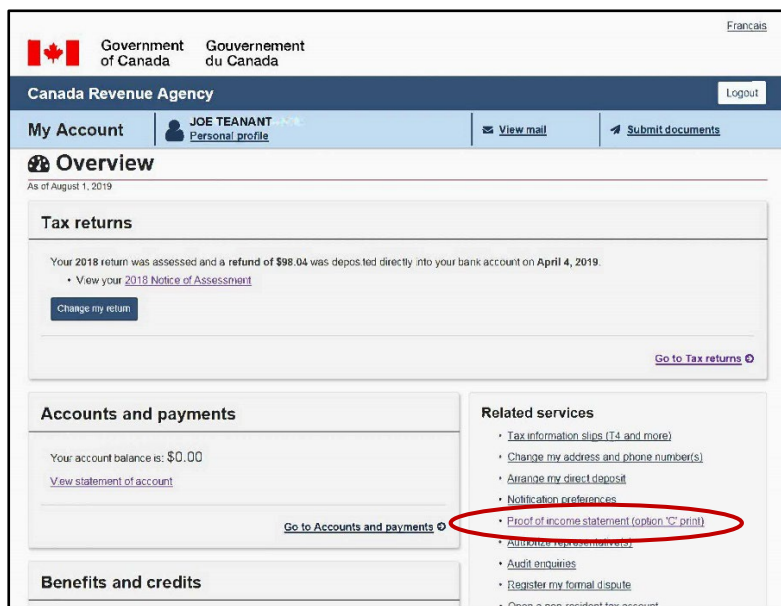
Online

The CRA My Account is a secure portal that lets you view your personal income tax and benefit information and manage your tax affairs online.

If you are not already registered for My Account, you can sign up on the CRA website. The Region of Durham has an easy link to this site at www.durham.ca/housing. There is a helpful video on the CRA site to walk you through how to register for My Account. There are two options to register: Option 1 – Using a Sign in Partner, like a bank; and Option 2 – a direct CRA Login.

If you are registered for My Account, you can easily print a Proof of Income Statement.

1. Sign into your [CRA My Account](#) online.



2. Under Related services, click on Proof of income statement (option 'C' print).
3. Select the Tax Year that you want to see from the drop-down list.

Government of Canada / Gouvernement du Canada

Canada Revenue Agency

Logout

Overview

Proof of income statement

(option 'C' print)

[Help with this page](#)

Select tax year for your proof of income statement.

Tax year

2018

Next

4. Click the Next button. Your Proof of Income Statement will open.

Government of Canada / Gouvernement du Canada

Canada Revenue Agency

Logout

Overview

2018 Assessment

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January 7, 2020

Print Open PDF

JOE TENANT
123 MAIN STREET
PICKERING, ON L1V 8X6

Tax year: 2018
Taxing province: ON
Filing date: 26 MAR 2019
Date of assessment: 04 APR 2019

Social insurance number: 444 000 222
Province of residence: ON
Date of birth: 06 JAN 1985
Marital status: MARRIED

Total income

Line	Description	Amount
101	Employment Income (box 14 on all T4 slips)	\$23,768

5. Click the Print button to print a copy of the Proof of Income Statement.

6. Click the Open PDF button to scan or save the document and then email as a PDF attachment.

By Mail

You can order a copy of the Proof of Income Statement (option "C" print) to be mailed to you by calling the automated Canada Revenue Agency (CRA) line at 1-800-267-6999.

You will need to verify your identity when you call. You will need:

- Your full name and date of birth
- Your social insurance number (SIN)
- Your complete address, including postal code
- Line 15000 from your most recent tax assessment

It can take up to 10 days to receive the Proof of Income Statement by mail.