



## 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 (if applicable), and all other people who live with you, who are 18 years of age and older and not full-time students, must read the declaration and sign:**

- **This Annual Eligibility Review form (Section 6)**
- **Consent to Disclosure and Verification of Information and Documents form (attached).**

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 (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.
- Proof of current income if the net income on the Proof of Income Statement or NOA is very different from current income. You still have to provide the Proof of Income Statement or 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.

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2463.





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

### Section 1: Primary Tenant or Co-op Member

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 <small>Day/Month/Year</small>	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.

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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 (if applicable), and all other people with income listed below who are not full-time students listed in Section 2.**

**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 .....  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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 or permanent resident.**

**Section 6: Declaration**

1. I declare that all information given for this review is true to the best of my knowledge and that I have not withheld or left out any required information.

2. I declare that no member of my household is currently under a removal order to leave Canada.

3. I will inform \_\_\_\_\_ of the following

**changes and provide proof of these changes as soon as they occur:**

- 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.
- My income taxes are reassessed.
- My status is Canada 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

4. I will complete my income tax return annually and on time and will advise if my income tax return is reassessed.

5. I 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.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Signature \_\_\_\_\_

**Dependant(s) (18 years and older and not a full-time student)**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_