



**Income & Assets Verification Form
for Rent-Geared-to-Income Assistance**

RESPONSE REQUIRED

To continue to remain eligible for rent-geared-to-income assistance you must complete and return this form along with all required documentation to:

**London & Middlesex Community Housing
Suite 5C5
1299 Oxford St E, London, ON
N5Y 4W5
519-434-2765 x*224**



Income & Assets Verification Form for Rent-Geared-to-Income Assistance

INSTRUCTIONS FOR COMPLETING THIS FORM Please read carefully

- 1. To continue to be eligible for rent-geared-to-income housing; you must complete and return this form along with all required documentation to London & Middlesex Housing.**
2. Read over the "Examples of Income and Assets" (**last page**) before you begin to complete Section 2: "Income and Assets Information".
3. **All forms of income and assets** (Canadian and foreign) **must** be declared and supported by the documentation stated in Section 2.
4. Proof of full time school attendance must be provided for all students 16 years of age and over.
5. This form must be signed by every member of the household who is 18 years of age or older.
6. This form must also be signed by every member of the household who is 16 years of age and older and not attending school full-time.

This form must be completed in full, signed and returned to your Housing Provider:

**London & Middlesex Community Housing
Suite 5C5
1299 Oxford St E, London, ON
N5Y 4W5
519-434-2765 x*224**

Questions about this form and any required documents shall be directed to London & Middlesex Community Housing.



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Section 1- Household Information

Unit and Contact Information:

Unit #:	Address:	City:	Postal Code:
Phone Number:		Cell Number:	# of Bedrooms:
Email Address:		Other Contact Information:	

Household Composition:

Please list all individuals living at the above address (start with yourself):

Use a separate sheet of paper to add household members if the space below is insufficient.

First Name	Last Name	Relationship to you	Date of Birth Day/Month/Year
1.		Self	
2.			
3.			
4.			
5.			
6.			

Citizenship:

Has the citizenship or immigration status of any household member(s) changed in the last 12 months?

Yes ___ No ___ If Yes, please explain:



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Changes in Household Composition:

Please list all individuals who have moved in and/or out of your unit in the last 12-months:

First Name	Last Name	Date of move-in	Date of move-out

Absences from Unit:

Has any household member been absent for more than 60 consecutive or 90 days total in the last 12 months?

Yes ___ No ___ If Yes, please indicate household member(s) and provide specifics:

School Attendance:

Please list all household members who are presently attending school (secondary or post-secondary):
Attach school attendance verification for all household members 16 years of age and older.
Use a separate sheet of paper to list additional household members if the space below is insufficient.

First Name	Last Name	Name of School	OSAP
			Yes ___ No ___
			Yes ___ No ___
			Yes ___ No ___
			Yes ___ No ___

Emergency Contact Information:

Please list two (2) individuals we can contact in the case of an emergency:

1.Name	Relationship	Phone Number
2.Name	Relationship	Phone Number



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Section 2- Income & Assets Information

Declaration of Income:

Please indicate “yes” or “no” for each type of income received by each household member:

TYPE OF INCOME	Answer “yes” or “no” for each type of income	Name(s) of household member in receipt of income:	Attach the following documentation
Employment	Yes___ No___		Minimum of eight (8) weeks of paystubs
Self-Employment	Yes___ No___		Income and Expense Statement Notice of Assessment after 12 months of self-employment
Ontario Works (OW)	Yes___ No___		Statement of Assistance and Drug card
Ontario Disability Support Program (ODSP)	Yes___ No___		Statement of Assistance and Drug card
Support Payments (received or paid)	Yes___ No___		Court Order or Notarized/Sworn Separation Agreement
Employment Insurance (EI)	Yes___ No___		Cheque stub or Source Document
Workplace Safety Insurance Board (WSIB)	Yes___ No___		Cheque stub or Source Document
Ontario Student Assistance Program (OSAP)	Yes___ No___		Loan Document(s)
Canada Pension Plan (CPP)	Yes___ No___		Cheque stub or Source Document
Old Age Security (OAS)	Yes___ No___		Cheque stub or Source Document
Guaranteed Income Supplement (Gains)	Yes___ No___		Cheque stub or Source Document
Other Pension Income	Yes___ No___		Cheque stub or Source Document
Other Income See page 10 for examples	Yes___ No___		Source Document
Information slips for income tax purposes (T4, T5, etc.)	Yes___ No___		Current information slips and/or Notice of Assessment



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Declaration of Assets:

Please indicate “yes” or “no” for each type of asset and attach required documents:

TYPE OF ASSET	Answer “yes” or “no” for each type of income	Asset holder’s Name(s):	IF “YES” PROVIDE A COPY OF
Bank Accounts	Yes___ No___ Yes___ No___ Yes___ No___ Yes___ No___		The last 90 days of transactions for all bank/trust/credit union accounts.
Term Deposits/Bonds/ Debentures	Yes___ No___ Yes___ No___		Source Document(s)
Stocks/Shares/ GICs Mutual Funds/ Securities/Annuities	Yes___ No___ Yes___ No___		Source Document(s)
Retirement Savings Plan(s) (registered/unregistered)	Yes___ No___ Yes___ No___		Source Document(s)
Life Insurance	Yes___ No___		Source Document(s)
Interest/Equity in a Business or Investment	Yes___ No___ Yes___ No___		Source Document(s)
Taxi Plate(s) and Taxi Licenses	Yes___ No___ Yes___ No___		Source Document(s)
Real Property (House/Cottage and/or Land)	Yes___ No___ Yes___ No___		Source Document(s)
Other Asset(s) See page 10 for examples	Yes___ No___ Yes___ No___		Source Document(s)



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Section 3- Consent and Declaration

Personal information collected on this form or in the attachments is collected by or for the City of London & County of Middlesex and/or London & Middlesex Housing pursuant to the *Housing Services Act, 2011*, the *Freedom of Information and Protection of Privacy Act, 1990* and the *Personal Information Protection and Electronic Documents Act, 2000*. It will be used to determine current/ongoing eligibility for rent-geared-to-income. Personal information may be disclosed to local housing corporations, non-profit housing corporations, municipal, provincial and federal agencies who assist in the provision of affordable housing; this includes but is not limited to, social agencies and government agencies providing social assistance.

1. I understand that London & Middlesex Community Housing for the City of London & County of Middlesex as Service Manager is permitted under the *Housing Services Act, 2011* (the "Act") to collect personal information about me so long as they comply with the standards for collecting, using, disclosing and safeguarding information as set out in the Act.
2. I understand and agree to release any personal information and required documents to London & Middlesex Community Housing for the City of London & County of Middlesex for the purpose of assessing my eligibility for rent-geared-to-income (RGI) assistance which may include determining:
 - (a) my initial and ongoing eligibility for RGI assistance;
 - (b) the size and type of unit that I may be eligible for;
 - (c) the amount of geared-to-income rent I will be required to pay.

Any personal information collected by London & Middlesex Community Housing for the City of London & County of Middlesex about me for the above mentioned purpose will be hereafter referred to as "my personal information".

3. I agree to release to London & Middlesex Community Housing for the City of London & County of Middlesex information about any income, bank account, safety deposit box, assets of any nature or kind held by me, or on my behalf, or by or on behalf of any of my dependants or children temporarily in my care, alone or jointly with any other person in any financial institution, in order to verify my initial or ongoing eligibility for RGI assistance.
4. For the purpose set out in paragraph 2, I allow London & Middlesex Community Housing for the City of London & County of Middlesex to obtain any credit information about myself and my household members from any credit agency or any other source.
5. I allow London & Middlesex Community Housing for the City of London & County of Middlesex to share my personal information, without further notice to me, with the Ministry of Municipal Affairs and Housing, the Housing Services Corporation, other municipal service managers or District Social Services Administration Boards or lead agencies as defined under the Act, and each person or organization providing services by contract to any of them, if it is needed to make decisions or verify my eligibility for assistance under the Act, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*.
6. I understand that any of my personal information given by London & Middlesex Community Housing for the City of London & County of Middlesex to a government or body mentioned above in



Income & Assets Verification Form for Rent-Geared-to-Income Assistance

paragraph 5 is confidential and will only be given in accordance with the Act and its regulations.

7. I understand that any of my personal information provided by me to London & Middlesex Housing is given on the understanding that London & Middlesex Community Housing is collecting this information on behalf of the City of London & County of Middlesex.
8. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
9. I confirm that if I have any questions or concerns about the collection, use or disclosure of my personal information, I will contact London & Middlesex Community Housing.
10. I declare that everything I have written in this document is true and that no information that is required to be given has been withheld or omitted.
11. I understand that all of my personal information I give to London & Middlesex Community Housing for the City of London & County of Middlesex will belong to them.
12. I understand that only the people I have listed on this document may live with me in subsidized housing.
13. I understand that London & Middlesex Community Housing for the City of London & County of Middlesex will use my personal information that I give them to determine if I am eligible or continue to be eligible for RGI assistance; the size and type of unit I may be eligible to receive; my placement on waiting lists; and the amount of geared-to-income-rent payable by me.
14. I declare that I am in Canada legally.
15. In the event that I vacate my unit, I understand that I must pay back or arrange to pay any money I may owe to any subsidized housing project before I can be offered a subsidized unit.
16. I understand that it is an offence, under the Act for an individual to knowingly obtain or assist a household member to obtain RGI assistance for which they are not entitled. Such an offence carries a fine and/or imprisonment as well as a prohibition from re-applying for assistance for a minimum period of two years. If something on this document is missing, incorrect or false, London & Middlesex Community Housing for the City of London & County of Middlesex may request additional information, or may cancel my eligibility for RGI assistance and may request my household to reimburse London & Middlesex Community Housing for the City of London & County of Middlesex for the amount of RGI assistance owing on behalf of my household.
17. I understand that if London & Middlesex Community Housing for the City of London & County of Middlesex requests a household to reimburse the City of London, the members of the household who are parties to the lease or the occupancy agreement for the unit are jointly and severally liable to pay the amount owing to the City of London.



Income & Assets Verification Form for Rent-Geared-to-Income Assistance

I also agree to report all changes in income, assets, household composition and absences from the unit to London & Middlesex Housing within 30 days.

All household members who are over the age of 16 and not in full-time attendance at a recognized educational institution must sign below to indicate they have read, understand and accept all terms and conditions of the Consent and Declaration.

All household members who are over the age of 18, regardless of school status, must sign below to indicate they have read, understand and accept all terms and conditions of the Consent and Declaration.

Signature of Household Member 16 years of age or older.	Signature of Household Member 16 years of age or older.	Date
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Signature of Household Member 16 years of age or older.	Signature of Household Member 16 years of age or older.	Date
--	--	------

Signature of Household Member 16 years of age or older.	Signature of Household Member 16 years of age or older.	Date
--	--	------

For office use only:

Date package received:		Reviewer's Name:	
Information Complete? Yes ___ No ___:	Outstanding Information:		
Date outstanding Information due:	Date outstanding information received:		
Eligibility: Yes ___ No ___:	Ineligibility Reason:		
RGI Amount: \$	Effective Date:	Date of Notice:	
Notes:			



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Examples of Income and Assets

(The following is not to be considered an exhaustive list)

Employment Income:

- Full-time employment
- Part-time employment
- Irregular employment
- Casual employment
- Seasonal employment
- Retroactive payments
- Severance payments

Self-Employment:

- Teaching/Tutoring
- Child Care/babysitting
- Driving a taxi
- Farm income
- Independent Sales
- Other business income

Other Assets:

- Debentures
- Mortgages
- Loans
- Notes
- Term Deposits
- Registered Retirement Savings Plan
- Locked-In Retirement Account
- Canada Savings Bonds

Other Income:

- Alimony payments
- Support (from relatives or other sources)
- Sponsorship payments
- Bonuses
- Short term disability
- Long term disability
- Disability payments
- Sickness Payments
- Commissions
- Tips or gratuities
- Lump sum payments (Inheritances/settlements/court settlements)
- Insurance payments
- Training allowance
- Retraining allowance
- Mortgage income
- Rental income

Other Pension Income:

- Quebec Pension Plan
- Military Pension
- War Veteran's Allowance
- Civilian War Pension
- Private Pension (from: RRSP/LIRA/RRIF)
- Private Company Pension
- Public Service Pension
- Out of Country Pension
- Widow's Pension
- Civilian War Pension
- Disability Pension
- Military/Militia/Civilian Allowance