



## Vacancy Information

Move in date (day/month/year) \_\_\_\_\_ Unit Number \_\_\_\_\_

Address of Vacancy \_\_\_\_\_

Name of housing provider \_\_\_\_\_

## Instructions

You must complete this form and provide proof of information to determine your eligibility to move into the above rent-geared-to-income (RGI) or modified housing unit.

You can find examples of acceptable proof of information listed on the back of this page.

**1. You must complete all sections of this form.**

2. You must provide the following for everyone that will be moving into the unit:

- Proof of current status in Canada as declared in Section 3
- Proof of all assets declared in Section 6

3. You must provide your most recent Statement of Assistance if you are receiving Ontario Works or ODSP, showing the amount of your social assistance and the names of everyone in your benefit unit.

4. You must provide the following proof of income for you, your spouse (if applicable), and all other people who are over the age of 18 years and not full-time students

- Proof of Income Statement or Notice of Assessment (NOA) from the Canada Revenue Agency for the \_\_\_\_\_ tax year. See attached information about how to get the Proof of Income Statement.
- If someone's current income declared in Section 5 is very different than the net amount on their Proof of Income Statement or NOA, please provide proof of their current income, in addition to the Proof of Income Statement or NOA.

5. You must provide proof of school enrolment for all full-time students over the age of 18 years.

6. You, your spouse (if applicable), and all other people who will be living with you who are 18 years of age and older and not full-time students, must read the declaration and sign:

- this Eligibility Verification form (Section 7)
- the attached Consent to Disclosure and Verification of Information and Documents form.

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

## Acceptable Proof of Information (examples)

### Proof of Status in Canada (for everyone in the household)

- Canadian birth certificate, Canadian passport, Canadian citizenship certificate
- Permanent Resident Card, landing papers
- Letter or notice from Immigration, Refugees and Citizenship Canada (IRCC)

### Proof of Assets (for everyone in the household with assets)

- 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

### Proof of Current Income (if net amount on tax return is different than income in Section 5)

- 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

### Proof of School Enrolment (for 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

## Rights and Responsibilities

You have the right to be notified in writing of changes in your eligibility for RGI or modified housing, and the amount of RGI payable. If you disagree with an RGI or modified housing decision, you have the right to request a Regional Review (appeal). Information about the Regional Review Process is available on the Region of Durham's website at [www.durham.ca/housing](http://www.durham.ca/housing).

Eligibility for RGI and modified housing is reviewed annually. To continue to be eligible, you must:

- Complete and return your Annual Eligibility Review form on time, when requested.
- File your income tax return annually and on time with the Canada Revenue Agency.

You must also tell us about any of the following changes pertaining to anyone in your household **as soon as they occur**:

- Someone moves in or out of your unit.
- A full-time student with income stops being a full-time student or attending school.
- You start or stop receiving Ontario Works or ODSP.
- You are receiving Ontario Works or ODSP and you have an increase in other income.
- Your income taxes are reassessed.
- Your status in Canada changes.
- You have a large change in the value of your household assets or you dispose of any assets.

You cannot be absent from your unit for longer than 60 consecutive days or 90 days in a 12-month period. If you need to be absent from your unit for an extended period, please contact the office.



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

### Section 1: Primary Applicant

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

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 \_\_\_\_\_

### Section 2: Other Household Members

Please provide information about all adults and children who will be moving into the unit with you.

| First Name | Last Name | Relationship | Date of Birth<br>Day/Month/Year | Gender | Full-time student?                                       | Social Insurance Number |
|------------|-----------|--------------|---------------------------------|--------|--|-------------------------|
|            |           |              |                                 |        | <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 |                         |

Do all of the people listed currently live with you? .....  Yes  No

If No, please give the name of the person, the date they will start living with you, and the reason they are not living with you now.

\_\_\_\_\_  
\_\_\_\_\_

Is any member of your household expecting a baby?.....  Yes  No

Expected due date (day/month/year) \_\_\_\_\_

**Section 3: Status in Canada**

**You must provide proof of status in Canada for yourself and all people moving into the unit.**

(e.g. Canadian birth certificate, Canadian passport, Canadian citizenship certificate, Permanent Resident Card, landing papers, letter or notice from Immigration, refugees and Citizenship Canada).

Please list the status in Canada for yourself and all people listed in Section 2. If anyone was sponsored to immigrate to Canada, please note if the sponsorship agreement is still in effect.

| Name | Status in Canada | Year moved to Canada (if not born in Canada) | Sponsorship agreement?                                   |
|------|------------------|--|--|
|      |                  |  | <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 |

**Section 4: Modified Housing**

This section is only completed if you will be moving into a modified unit to make it accessible for people with disabilities.

**You must provide proof of the medical need for the modified unit from a health care professional.**

Name of person requiring the modification \_\_\_\_\_  
 Type of disability \_\_\_\_\_  
 Details of the of accessibility modifications that this person requires \_\_\_\_\_

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**Section 5: Income Information**

List ALL money you and the people moving into the unit receive. 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) from the Canada Revenue Agency 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 the net income amount on the Proof of Income Statement or NOA is very different from current income, you must provide proof of current income, as well as the Proof of Income Statement or NOA.

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

| 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 |
|                            |                | \$                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If anyone above is self-employed, please provide the name and nature of the business \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does anyone receive a Portable Housing Benefit or Housing Allowance that is paid directly to them (not including Ontario Works or ODSP)? .....  Yes  No

**Section 6: Asset Information**

List ALL assets owned by you and the people moving into the unit. Assets are things that you own, and may include:

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

**You must provide proof of all assets listed below.**

(e.g. current bank statement, financial statements for RRSPs and other investments, cash surrender value of life insurance policies)

No one moving into the unit has any bank accounts or other assets.

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

Does anyone own property

(e.g. house, cottage, farm, land, mobile home, trailer, etc.)?  Yes  No

If Yes, is the property suitable to live in year-round?  Yes  No

Type of property \_\_\_\_\_

Address of property \_\_\_\_\_

Assessed value \$ \_\_\_\_\_ Mortgage owing \$ \_\_\_\_\_

**You must provide proof of the value of the property and any mortgage you still owe on it.**

If the property is suitable to live in year-round, you will need to sell it within 180 days of moving into the RGI or modified housing unit.

## Section 7: Declaration

1. I declare that all information given for this application 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 as 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.

**Primary Applicant's Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_