

## Instructions for completing the attached Income and Asset Declaration Form:

1. This form is necessary for you to continue to receive rent-gated-to income subsidy. You must complete it, have it signed by every member of your household who is 16 years of age (and able to sign) and return it to our office by the date on the letter on the reverse side.
2. Read over the examples of income and assets listed below. These are *examples only* and you must list ***all income and assets of all household members from all sources.***
3. Report "gross income". That is income before deductions.
4. If you, or a member of your household MAY be eligible to receive one or more of the type of income listed in PART C below, you must apply for this income in order to continue to receive subsidy. The Housing Department will assist you with this and you should discuss this with your Property Management Clerk.
5. Each **self-employed** member of your household must provide proof of their current income and audited financial statement. If you require a "Self-Employment Verification" form please call our office.
6. All assets must be verified by providing either a copy of the bank book(s)/statement(s), and or investment certificate(s), or by completing a "Verification of Asset" form. If you require this form or have questions please call our office.
7. You will need to supply paper work for other types of income, for example pay stubs, cheque stubs from pensions etc. Please call our office if you have questions.
8. Students, 18 years of age and over must provide proof of full-time attendance at school, and proof of OSAP if they are in receipt of a loan.

**Part A: ASSETS are valuable things that you own.** There are some assets that give you income and there are others that do not. Here are some examples of both kinds. All types of assets must be declared.

### Assets that give you income:

- Farm property from which you make money
- Real estate which you rent to someone (example: business, farmland, cottage or mobile home)
- A licence which gives you income (example: taxi licence)
- Business which gives you income
- Investments
- Saving Accounts (bank, trust company, credit union, annuities, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes or term deposits).

### Assets that do not give you income:

- Life insurance (with a cash surrender value)
- Registered Retirement Savings Plan
- Registered Retirement Education Savings Plan
- Real estate that does not give you income (example: house, condominium, summer cottage, farmland, commercial or vacant land)
- Collections or investments in other valuable assets which do not give you income
- Business which does not give you income

**Part B: INCOME** must be reported by you and all members of your household. Income means all money you receive, from all places. The following are some examples

### Employment

- All types of Work
- Odd Jobs
- Vacation Pay
- Yearly Bonuses
- Cost of living Bonuses
- Shift Bonuses
- Disability pay
- Sickness pay
- Tips or gratuities
- Commissions
- Overtime pay
- Long Term income protection plan

### Self Employment

- Tutoring
- Child care
- Driving a taxi

### Pensions, allowances and other income

- Ontario Works
- Ontario Disability Support Plan
- All private and government pension plans and allowances, provincial/Canadian or foreign
- Old Age Security
- Alimony/Support Payments
- War Veteran's Allowances
- Employment Insurance
- Training Allowances
- Payments under Compensation for Victims of Crime Act
- Workplace Safety Insurance Board payments
- Canada Manpower Retraining Allowance
- Immigration Allowance
- Payments from a Children's Aid Society
- One Time Lump Sum Payments (inheritances, court and out of court settlements)
- Mortgage or rental income
- Student grant

**Part C:**  
**INCOME YOU MAY BE ELIGIBLE FOR**  
if you, or a member of your household is eligible for income from:

- Ontario Works
- any government pension or benefit support through the Immigration Act
- Employment Insurance
- support through the Divorce Act, Family Law Act, or Reciprocal Enforcement of Support Orders Act

The Social Housing Reform Act says that you must make all reasonable efforts to pursue this income, or you will lose your housing subsidy, which means you would be charged "market rent".

Your property management clerk will assist you with contact information to assist you with application for this income

### Questions?

Call the Housing Department 759-3330