



Household Annual Eligibility Review

To continue to be eligible for subsidized housing, every household member sixteen (16) years of age and older is required, by the terms of the lease agreement and the *Housing Services Act*, 2011, to complete the Household Annual Eligibility Review Form and provide documentation verifying all sources of income at least once every twelve (12) months.

Rent-geared-to-income (RGI) subsidy is normally calculated based on the household's total net income (found on line 23600 of each member's Notice of Assessment). For this reason, it is very important that all household members sixteen (16) years of age and older, who are not attending school full time, file their income tax return every year.

To maintain your continued eligibility for RGI subsidy, you must provide a copy of your Notice of Assessment or Proof of Income Statement issued by Canada Revenue Agency (CRA). You may obtain a copy of your Notice of Assessment or Proof of Income Statement by signing in your CRA account at www.canada.ca/en/revenue-agency or by contacting CRA at 1-800-959-8281 or by calling the CRA's automated service at 1-800-267-6999. Please be advised that you will need to verify your identity when you call.

Failure to provide your income review documentation as well as the completed and signed annual review form by the required deadline means that you may lose your RGI subsidy and be required to pay full market rent for your unit.

Instructions for Completion of this Form

1. Please read the package before completing.
2. Please complete this form in ink and print clearly.
3. All household members sixteen (16) years of age and older must sign this form.
4. Each household member sixteen (16) years of age and older must attach a copy of the following documentation:
 - a) Most recent income tax Notice of Assessment or Proof of Income Statement.
 - b) Notice of Assistance Stub and Eligibility Card, if in receipt of Ontario Works (OW) or Ontario Disability Support Program (ODSP).
 - c) Most recent monthly statement for each account with a financial institution.
 - d) Documentation verifying the value of each asset.
 - e) Confirmation of registration from the educational institution, if attending or will be attending school full-time.
5. If the household member's Notice of Assessment or Proof of Income Statement does not accurately reflect his/her current income, he/she must attach verification of current income from all sources.
6. If you have any questions or require assistance completing this form, please contact us at 705-674-8323.



Household Annual Eligibility Review

Home Address – Street Number and Name (PO Box #)	Unit/Apt	City	Postal Code	Bedrooms
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Please list household members sixteen (16) years of age and older. Attach additional sheets if required.

Last Name (Primary / Tenant 1)		First Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone
Social Insurance Number	D.O.B. (m/d/y)	Email			
Last Name (Tenant 2)		First Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone
Social Insurance Number	D.O.B. (m/d/y)	Relationship to Tenant 1	Email		
Last Name (Tenant 3)		First Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone
Social Insurance Number	D.O.B. (m/d/y)	Relationship to Tenant 1	Email		
Last Name (Tenant 4)		First Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone
Social Insurance Number	D.O.B. (m/d/y)	Relationship to Tenant 1	Email		

Please list household members under sixteen (16) years of age. Attach additional sheets if required.

Name	Relationship to Tenant	D.O.B. (m/d/y)	Sex		Name of Employer(s), Source of Income, or Name of School (Full-Time Student)
			M	F	

Person to be contacted in case of emergency.

Name	Home Address	Phone Number	Relationship
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Income Information

Assets Information

Please list each asset for every household member sixteen (16) years of age and older and include documentation verifying the value of each asset. See back of this sheet for examples of assets and what documentation is needed to verify the asset.

An asset is something you own that could grow in value, such as money invested in things like Guaranteed Investment Certificates (GICs), stocks, or mutual funds. An asset could also be property you own, such as a house, condominium, or land.

Name of Person with Asset	Type of Asset	Value of Asset
<i>Ex: John Smith</i>	<i>Savings Account</i>	<i>\$1,450</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
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		\$

Confirmation of Continued Eligibility for Rent-Geared-to-Income Subsidy

To continue to receive RGI subsidy, you must confirm annually that you continue to meet the eligibility requirements as set out in the *Housing Services Act, 2011*. You must also confirm that you continue to be eligible for the size of unit you currently reside in.

Please complete the following questionnaire. We will use the answers to confirm whether your household continues to be eligible for RGI subsidy.

		YES	NO
1	Is at least one member of your household sixteen (16) years of age or older, and able to live independently?		
2	Are all members of your household a Canadian Citizen or permanent resident or Refugee Claimant Status under the <i>Immigration and Refugee Protection Act (Canada)</i> ?		
3	Has a removal order become enforceable under the <i>Immigration and Refugee Protection Act (Canada)</i> for any member of your household?		
4a	Does any member of your household owe money to another community housing provider in Ontario?		
4b	If yes, has the member entered into an agreement to repay the amount owed?		
4c	If yes, is the member making payments as set out in the agreement?		
5	Has any member of your household been convicted of a crime under the Criminal Code relating to RGI subsidy?		
6	Has any member of your household been convicted of an offense under the <i>Housing Services Act, 2011</i> or the former <i>Social Housing Reform Act, 2000</i> ?		
7	Does any member of your household own residential property or a share in residential property?		

	OCCUPANCY STANDARDS	YES	NO
8	If you live in a modified unit, do you still need the modifications offered in your unit? (Note: A Physician's Report Form may be requested)?		
9	The number of bedrooms allocated to a household is based on the number of persons in the household. Has the size of your household changed since the last review? If yes, please indicate when the change occurred:		

Statutory Declaration

**This is your legal agreement with us. Please read it carefully, and sign in the spaces below.
All household members sixteen (16) years of age and older must sign this form.**

1. I give my word that all information given for this review is true to the best of my knowledge and that I have not left out or withheld required information.
2. I understand that all information I give to **Greater Sudbury Housing Corporation** will belong to them.
3. If the information given on this form is incorrect or not true, **Greater Sudbury Housing Corporation** may at its sole discretion: request additional information and/or serve a notice in writing that I have ceased to be eligible to receive RGI subsidy and/or serve a notice of rent increase to pay market rent and pursue any other avenues available under Ontario Law.
4. I understand that only the people I have listed on this form may live with me in subsidized housing.
5. I understand that **Greater Sudbury Housing Corporation** will use the information I give them to see if I continue to qualify for the unit I currently reside in; to see if I continue to qualify for RGI subsidy; to calculate how much rent I am required to pay.
6. I give my word that I am in Canada legally and that no member of my household is under a removal order of Canada.
7. I will inform **Greater Sudbury Housing Corporation** of the following changes and provide proof of these changes as soon as they occur:
 - Someone moves in or out of my unit on a permanent basis.
 - I start or stop attending school on a full-time basis.
 - I start or stop receiving Ontario Works (OW) or Ontario Disability Support Program (ODSP) or my non-benefit income permanently increased.
 - My status in 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 the unit for longer than sixty (60) consecutive days or ninety (90) days in a period of twelve (12) months.
8. I will complete my income tax return annually and advise **Greater Sudbury Housing Corporation** if my income tax has been reassessed or additional assessed.

Release and Consent to Disclose and Verify Information

1. I understand that there are laws that allow **Greater Sudbury Housing Corporation** to collect personal information about me.
2. I understand that the **Greater Sudbury Housing Corporation** will use the information I give them to see if I continue to qualify for RGI subsidy and to see how much subsidy I am eligible for.
3. I allow **Greater Sudbury Housing Corporation** to give and/or verify the information on this form and any attachments to/with the social services offices, other municipal service managers or district social services administration boards, housing providers, without further notice to me, if the information is necessary for the purpose of making decisions or verifying eligibility for subsidy under the *Housing Services Act, 2011*, *Social Housing Reform Act, 2000*, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, or the *Child Care and Early Years Act, 2014*.

4. I allow **Greater Sudbury Housing Corporation** to give the information on this form and any attachments to/with the government of Canada, a department, ministry, or agency of it, without further notice to me if the information is necessary for the purpose making decisions or verifying eligibility for subsidy under the *Housing Services Act, 2011* or enforcing the *Income Tax Act (Canada)* or the *Immigration & Refugee Protection Act*.
5. I allow **Greater Sudbury Housing Corporation** to give the information on this form and any attachments to any government or body with whom **Greater Sudbury Housing Corporation** has made an agreement under *the Housing Services Act, 2011*, without further notice to me, for the purpose of conducting research related to a social benefit program or community housing or RGI subsidy program.
6. I understand that any information on this form and any attachment, given by **Greater Sudbury Housing Corporation** to a body listed above, is confidential and will only be given in accordance with the *Housing Services Act, 2011* and associated regulations, and the *Municipal Freedom of Information and Protection of Privacy Act* and associated regulations.
7. I authorize **Greater Sudbury Housing Corporation** to make any inquiries that it deems necessary to verify the information given at the annual review and at any other time when a change occurs in either the income or household composition. I authorize any persons, corporation or any social agency having knowledge of any required information to release such information to **Greater Sudbury Housing Corporation**.

Signature

Date

Signature

Date

Signature

Date

Signature

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Signature

Date

Signature

Date

Appendix A

Examples of Income and Proof of Income Documentation

Pensions and Allowances	Proof of Income Documentation
<ul style="list-style-type: none"> • Old Age Security (OAS) • Guaranteed Income Supplement (GIS) • Canada or Provincial Pension (CPP, CPP-D or QPP) • Guaranteed Annual Income System (GAINS) • Pensions (such as Widow's, Retirement, Private, War Disability, or from other countries, etc.) • War Veteran's Allowance (WVA) • Long-term disability payments from private insurance company or Workplace Safety & Insurance Board (WSIB) • Foreign pensions • Annuities • Registered Retirement Income Fund (RRIFs) 	<ul style="list-style-type: none"> • Copy of most current Service Canada letter, confirming gross amount. If unable to locate this letter, call Service Canada at 1-800-277-9914. • To request a letter confirming GAINS, call 1-866-668-8297. • A slip issued for income tax purposes showing the most recent annual amount of the pension, disability, or annuity income (ex: T4A, T4A, T5007). • Current consecutive bank statements covering 3 months of foreign pensions (must show the account number and name of the account holder). • A slip issued for income tax purposes showing the most recent annual annuity income (T4A). • Current statement from the RRIF fund holder (bank or investment firm) showing the gross amount of monthly/annual withdrawals, OR T4RIF slip issued for the most recent year's income tax return.
Social Assistance <ul style="list-style-type: none"> • Ontario Works (OW) • Ontario Disability Support Program (ODSP) 	Proof of Income Documentation <ul style="list-style-type: none"> • Statement of Assistance and Eligibility Card. • ODSP Information Form completed by ODSP worker. • Note: If any household member who receives OW or ODSP also has other income (ex: employment, CPP, support), must provide documentation to verify the other income sources as stated in this table.
Support Payments (Received or Disbursed) <ul style="list-style-type: none"> • Spousal Support (Payee and Payor) • Sponsorship support under the <i>Immigration & Refugee Act</i> 	Proof of Income Documentation <ul style="list-style-type: none"> • Copy of support agreement prepared and signed by a lawyer, OR copy of court order, OR if there is no support agreement or court order, request a letter stating the amount of support received and how often it is received, OR Family Responsibility Office - Schedule A. • Statement from Citizenship and Immigration Canada and statement of support from sponsor showing amount of support OR signed and dated letter from sponsor specifying the monthly amount of financial support being provided.
Employment Related Income <ul style="list-style-type: none"> • Full-time, part-time, casual, seasonal employment • Commissions, tips, gratuities, bonuses, shift premium • Employment Insurance (EI) • Short-term benefits from Workplace Safety & Insurance Board (WSIB) • Self-employment (freelance workers, independent contractors, sole proprietor, or partner of a business, etc.) 	Proof of Income Documentation <ul style="list-style-type: none"> • Current consecutive or year-to-date pay stubs covering a minimum of 8 weeks. Paystubs must show your name, employer's name and address, and which pay periods are covered. • For new employment, current consecutive paystubs covering a minimum of 8 weeks, OR if no pay stubs, a letter from employer stating date of hire, gross annual income including any overtime pay or bonuses, or rate of pay, hours scheduled to work each week and gross monthly salary. This letter must be on company letterhead, recently dated and contain the telephone number and signature of the letter writer. • Current EI benefit statement or letter showing gross weekly amount received, OR EI statement printout from household member's EI web account showing weekly gross amount, start and end dates. • Letter from WSIB stating the gross payment amount and frequency of payment. • Self-employment (less than a year), monthly statements indicated the gross revenue less business expenses. • Self-employment, audited financial statements (if available), OR business income tax return

Examples of Assets and Proof of Assets Documentation

Assets	Proof of Asset Documentation
<ul style="list-style-type: none"> • Non-Interest-Bearing Account (bank, trust, credit union) • Interest-Bearing Accounts (bank, trust, credit union) 	<ul style="list-style-type: none"> • Copy of current passbooks or monthly bank statements (must show the account number and name of the account holder), OR • Letter from the bank, trust, or credit union
<ul style="list-style-type: none"> • Stocks • Shares • Securities • Mutual Funds • Guaranteed Income Certificates (GICs) • Term Deposits • Treasury Bills • Bonds • Debentures 	<ul style="list-style-type: none"> • Copy of most recent investment statements, OR • Documents or certificates from bank, trust, or credit union showing the principle amount of investment
<ul style="list-style-type: none"> • Residential Property (house, condominium, cottage, etc.) that you own on your own or with others, that you rent out, that you have a right to occupy, or that you have any other legal or beneficial interest in • Non-Residential Property (vacant land, commercial properties, etc.) 	<ul style="list-style-type: none"> • Copy of most recent Municipal Property Assessment Corporation (MPAC) Notice of Assessment, OR • Copy of writer appraisal completed by a qualified appraiser (if completed in the last 6 months), OR • Copy of Real Estate Listing (if property is currently listed), AND • Copy of the most recent mortgage statement (if applicable)
<ul style="list-style-type: none"> • Mortgages or loans which you lent to someone 	<ul style="list-style-type: none"> • Copy of mortgage/loan agreement showing the principal and interest paid to date
<ul style="list-style-type: none"> • Life Insurance with cash surrender value 	<ul style="list-style-type: none"> • Copy of policy or letter from the insurer indicating the current cash surrender value
<ul style="list-style-type: none"> • Non-income-producing equity stake or share in Business 	<ul style="list-style-type: none"> • Audited financial statements or letter from a licensed accountant showing the value of the equity stake or share