



Telephone: 416-981-5500

Household Income and Assets Review Form

Household Member Names:	Address:	Number of Bedrooms:
	Client Account Number:	Daytime phone number:
	Review date:	Evening phone number:
Please Return this form to the Operating Unit Office		

Household Information (Please Print)

Complete the information below for all members of your household. If someone has moved out and does not live with you anymore, add their name, then cross off their name and write the date they moved out. If someone has moved in since you last reported your income, add their name, write the date when they moved in, and put in all their information. Use extra paper if you need to.

Household Members:	Relationship to Member 1	Date of Birth mm/dd/yyyy	Male or Female M/F	Check box if you are a student	Social Insurance Number (SIN) and Citizenship in Canada
	(SELF)			<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:
				<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	SIN: Citizenship:

Has the citizenship or immigration status (Status in Canada) changed for any household member during the past 12 months? Yes No

If yes, please explain. Attach copy of documentation showing proof of status from Immigration Canada.

Do you understand English? Yes No If not, please tell us what language you speak? _____

FOR OFFICE USE - Do not write here.

Annual Review Received On:	Required documents: <input type="checkbox"/> Yes <input type="checkbox"/> No	File audit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Eligible for subsidy <input type="checkbox"/> Yes <input type="checkbox"/> No	Overhoused: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Sources of Income and Assets

Please indicate the income and assets for each member of your household. Add extra paper if you need to. You must attach proof of your income and assets. Use the guide called “How to Show Proof of Your Household Income and Assets” to find out what kind of documents to attach.

Income: Report all gross income of every kind and from every source. ‘Gross’ means the total amount of income before deductions – such as taxes – are taken off. Report any benefits you receive, such as a pension plan or government support program.

Assets: 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, taxi plates, or precious items, such as antiques or paintings, that you are keeping as an investment.

Note: Full Time students who meet the definition of “child of the household” (below) DO NOT have to report income.

Child of the household: is someone who has always lived at home except for short periods while in full-time attendance at school, never had a spouse or same-sex partner and is not a parent of a child living in the household.

Household Member Name	INCOME LAST REPORTED		Please give the amount you are earning NOW.
	Source of Income	Gross Monthly Amount	Gross Monthly Amount

Household Member Name	ASSETS LAST REPORTED			Please give the value of your assets NOW.	
	Asset	Amount	Monthly Interest	Amount	Monthly Interest

How to sign your Household Income and Assets Review form

Everyone in your household who is 16 or older must sign these statements.

There are three places where each person must sign:

- *Part A: I declare that my Household Income and Assets Review is complete and correct.*
- *Part B: I consent to Canada Revenue Agency sharing information from my tax return with TCHC.*
- *Part C: I consent to TCHC collecting, using and sharing information about me and my household.*

A witness must sign each statement at the bottom. The witness cannot be a member of your household. A friend or neighbour can be your witness.

Part A: I declare that my Household Income and Assets Review is complete and correct.

By signing this statement, you swear that the information you have given on your Household Income and Assets Review form is complete and correct. You are also swearing that you understand the following:

1. I understand the meanings given for 'gross income' and 'assets' on page 2. I have reported my gross income and assets completely and correctly. I have hidden nothing.
2. I understand that the Toronto Community Housing Corporation (TCHC) will use the information on my Household Income and Assets Review form to:
 - decide if my household still qualifies for rent subsidy and
 - set the rent.
3. I understand that TCHC will check the information I have given to make sure it is complete and correct. I consent to TCHC using the information to decide on and administer our rent subsidy.
4. I understand that I could lose my rent subsidy if I do not give TCHC complete and correct information by the date stated on page 1. TCHC could also take legal action against me.
5. Every member of my household age 16 or older has completed and signed this form. We have all had a chance to comment on the information given. I therefore waive my right to further comment.
6. I understand that I must report any changes to my household size, income, or assets within 30 days of the change and that I could lose all of my RGI subsidy if I do not.
7. I understand that my household can lose its subsidy if all members of the household are absent from my unit for a longer period of time than permitted under the City of Toronto's Local Eligibility Rule – Absence from Unit.
8. I understand that TCHC will keep a file of the information about my income, assets, and rent subsidy. I also understand that the *Housing Services Act, 2011* gives TCHC the right to share this information with others, such as the City of Toronto, other housing providers, service managers, government ministries, Ontario Works, and the Ontario Disability Support Program.

Signature of all household members age 16 and older

X		X
X		X
X		X
X		X
X		X

X		X
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Witness Signature

Date Month/Day/Year

Part B: I consent to Canada Revenue Agency sharing information from my tax return with TCHC.

I give my consent for Canada Revenue Agency to give information from my tax returns to TCHC so they can check my income and decide on my rent subsidy.

I understand that TCHC will not share this information with anyone else, except as it is allowed to under the following laws:

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Housing Services Act, 2011 (HSA)
- Income Tax Act, subsection 241(5).

My consent covers the tax year before the date below, the current tax year, and all future tax years if my household still receives or applies for RGI subsidy.

Signature of all household members age 16 and older

X	X
X	X
X	X
X	X

X	X
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Witness Signature

Date Month/Day/Year

Part C: I consent to TCHC collecting, using, and sharing information about me and my household.

I understand that the Toronto Community Housing Corporation (TCHC) collects information from me on my Household Income and Assets Review form to:

- decide if my household still qualifies for rent subsidy
- set the rent
- administer my rent subsidy.

TCHC has the authority to collect this information under the Housing Services Act, 2011. I understand that I cannot get RGI subsidy unless I sign this consent form.

I understand that TCHC will keep files on my tenancy and housing subsidy. I consent to TCHC collecting and sharing information about me from and with:

- | | |
|--|---|
| <ul style="list-style-type: none"> • landlords • co-applicants and other household members • reference people listed in my application • credit check agencies ie. Equifax | <ul style="list-style-type: none"> • my employer • any agencies that provide social services to me • any other people it needs to contact while administering my rent subsidy. |
|--|---|

Signature of all household members age 16 and older

X	X
X	X
X	X
X	X

X	X
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Witness Signature

Date Month/Day/Year

Do you have questions about your file?

If you have questions about access to the information in your files, contact MFIPPA (Municipal Freedom of Information and Protection of Privacy Act) Co-ordinator at TCHC:
 931 Yonge Street, 7th Floor, Toronto Ontario M4W 2H2 Phone: 416-981-5500



How to show proof of household income and assets guide

Instructions: This guide shows the most common sources of income and assets. There may be other sources of income that are not listed. Use this guide to make sure that you attach the right documents as proof of your income and assets. If the income type listed doesn't apply to your household, skip to the next section.

Note: You must report all of your household income and assets, even if they are not shown in this guide. Where further information or clarification is needed, you may be asked to provide additional documents that are not listed below.

These materials are available in an alternate format upon request.
If you have questions, call us at 416-981-5500

Frequently asked questions (FAQ)

- a. **Can I just provide my Notice of Assessment to calculate rent-geared-to-income (RGI) rent?**
 - ✓ Most household members must provide current income verification documents as outlined in the sections below. However, if a member of the household whose only income is from a fixed pension and/or long term disability or has fluctuating income, AND the most recent Notice of Assessment covers a full year of these incomes, the household member may provide the most recent Notice of Assessment. Examples of fixed income include one or more of:
 - Old Age Security, Guaranteed Income Supplement, Canada Pension Plan, Canada Pension Plan for the Disabled, Worker's Safety and Insurance Board long term compensation, Private pensions, Private long term disability
- b. **What is the definition of a Child of Household for RGI calculation purposes?**
 - ✓ Must be a child of a member of the household, AND
 - ✓ Always lived with the household except for short periods while in full-time attendance at a recognized educational institution, AND
 - ✓ Does not have a spouse, AND
 - ✓ Is not the parent of a child living in the same household
- c. **What if I am a Child of Household but not a full-time student?**
 - ✓ Full-time student means taking at least 60% of a full course load or 40% of a full course load for a student with a permanent disability, at a recognized post-secondary educational institution (for example, a college, university, or vocational school) and the student has not been out of secondary school for more than five years at the start of his or her study program
 - ✓ The recognized educational institution, other than a university, must be within the Province of Ontario
 - ✓ If you do not meet the definition of Child of Household AND the full-time student requirements as stated above, you must report all your income and assets. Refer to question f. below if you do not have any income
- d. **What if I am NOT a Child of Household but a full-time student?**
 - ✓ You must provide all income and asset documents as stated in this guide.
 - ✓ If you do not have any other income other than receiving Ontario Student Assistance Program, you must provide documentation to show proof of no income. Refer to question f. below.
- e. **Why do I have to submit my bank statements?**
 - ✓ Your bank account is considered an asset. To qualify for an RGI subsidy you must submit all income and assets documents
- f. **Do I qualify for any deductions if I am paying child or spousal support?**
 - ✓ Yes, but you must provide a copy of the support agreement or court order and copies of cancelled cheques (showing support paid)
- g. **What if I do not have any income?**
 - ✓ You must provide your most recent Notice of Assessment from the Canada Revenue Agency, OR
 - ✓ You must obtain a sworn affidavit to state that you have not had any income in the past year up to present, and also that currently you do not have any source of income

Pensions and allowances income	
Source of income :	Provide the following document(s):
<input type="checkbox"/> Old Age Security (OAS) <input type="checkbox"/> Guaranteed Income Supplement (GIS) <input type="checkbox"/> Canada or Provincial Pension (CPP or CPP-D or QPP) <input type="checkbox"/> Guaranteed Annual Income System <input type="checkbox"/> Pensions (such as Widow's, Retirement, Private, War Disability, or from other countries, etc.) <input type="checkbox"/> War Veteran's Allowance (WVA) <input type="checkbox"/> Long-term disability payments from private insurance company or Workplace Safety & Insurance Board	<input type="checkbox"/> A copy of a current cheque stub which shows the gross amount of income and how often it is paid, OR <input type="checkbox"/> A slip issued for income tax purposes showing the most recent annual amount of the pension, disability or annuity income (i.e. T4A, T4A, OAS, T5007 etc.), OR <input type="checkbox"/> A letter from the pension or allowances income manager stating the amount of the monthly gross payment, OR <input type="checkbox"/> Most recent Notice of Assessment from Canada Revenue Agency if it covers the full pensions received for a full year
<input type="checkbox"/> Annuities	<input type="checkbox"/> A slip issued for income tax purposes showing the most recent annual annuity income (T4A)
<input type="checkbox"/> Registered Retirement Investment Fund (RRIFs)	<input type="checkbox"/> Current statement from the RRIF fund holder (bank or investment firm) showing the gross amount of monthly/annual withdrawals, OR <input type="checkbox"/> The most current T4RIF slip for income tax return
Social assistance income	
Source of income :	Provide the following document(s):
<input type="checkbox"/> Ontario Works (OW) <input type="checkbox"/> Ontario Disability Support Program (ODSP)	<u>For single beneficiaries:</u> <input type="checkbox"/> Current OW or ODSP statement of benefits <u>For households with dependents:</u> <input type="checkbox"/> Current OW or ODSP statement of benefits, and <input type="checkbox"/> Canada Child Benefit statement which has the names of all the individuals your household receives benefits for <u>For households with dependents over the age of 18:</u> <input type="checkbox"/> Current OW or ODSP statement of benefits, and <input type="checkbox"/> Proof of Eligibility letter
Note: 1. If you do not have the above statements, you need to obtain a Proof of Eligibility letter from your OW or ODSP caseworker 2. If any household member who receives OW or ODSP also has other income (i.e., employment, CPP, child support, etc.), you must provide a Proof of Eligibility letter with the number of beneficiaries and their date of birth, as well as the documents to confirm the other income sources as stated in this guide.	
Support payment(s) income	
Source of income :	Provide the following document(s):
<input type="checkbox"/> Receiving Spousal support payments or child support	<input type="checkbox"/> Copy of the support agreement prepared and signed by a lawyer and both parents OR court order, OR <input type="checkbox"/> If there is no support agreement or court order, provide a letter from a lawyer or the Family Responsibility Office, OR <input type="checkbox"/> Provide a sworn affidavit stating how much financial support currently receiving and how often it is received
<input type="checkbox"/> Paying support payments or child support	<input type="checkbox"/> A copy of the support agreement or court order, and <input type="checkbox"/> Copies of cancelled cheques (showing support paid)
<input type="checkbox"/> Sponsorship support under the Immigration Act	<input type="checkbox"/> Statement from Citizenship and Immigration Canada and statement of support from sponsor showing amount of support, OR <input type="checkbox"/> Letter from sponsor specifying the monthly amount of financial support being provided
Other income or payments	
Source of income :	Provide the following document(s):
<input type="checkbox"/> Compensation for Victims of Crime Act	<input type="checkbox"/> Most recent tax information slip(s) showing annual amount received OR <input type="checkbox"/> Letter from the government agency issuing the compensation specifying the reason for the compensation
<input type="checkbox"/> Skills Development Employment Benefit Contribution Agreement <input type="checkbox"/> Second Career Contribution Agreement <input type="checkbox"/> Self-Employment Employment Benefit <input type="checkbox"/> Training allowances	<input type="checkbox"/> Copy of full agreement showing all benefits received for the duration of the agreement

Employment related income	
Source of income :	Provide the following document(s):
<input type="checkbox"/> Regular full-time and/or part-time employment income	<input type="checkbox"/> 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, OR <input type="checkbox"/> If you do not receive pay stubs, submit a letter from your 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
<input type="checkbox"/> Commissions, tips, gratuities, or bonuses	<input type="checkbox"/> Sworn affidavit stating the gross amount received during the past 12 months
<input type="checkbox"/> Fluctuating employment income (contract, short-term, intermittent)	<input type="checkbox"/> For the first year of fluctuating employment income, provide current consecutive pay stubs every 3 months. Paystubs must show your name, employer's name and address, and which pay periods are covered <input type="checkbox"/> After first full year of fluctuating employment income, provide most recent Notice of Assessment from the Canada Revenue Agency
<input type="checkbox"/> Employment Insurance (EI)	<input type="checkbox"/> Current benefit statement or letter showing gross weekly amount received, OR <input type="checkbox"/> EI, statement printout from household member's EI web account showing weekly gross amount and period covered
<input type="checkbox"/> Short-term benefits from Workplace Safety & Insurance Board (WSIB)	<input type="checkbox"/> Current letter from WSIB stating the gross payment amount, OR <input type="checkbox"/> Current cheque stub showing covered gross amount of payment
<input type="checkbox"/> Strike pay	<input type="checkbox"/> Copy of current gross cheque stub, OR <input type="checkbox"/> Current letter from the union
<input type="checkbox"/> Self-employment income (freelance workers, independent contractors, sole proprietors of a business, a partner in a business, etc.)	<input type="checkbox"/> If self-employed for less than one year: provide unaudited financial statement every 3 months <input type="checkbox"/> If self-employed for one year or longer and business is not incorporated: provide Statement of Business Activities AND Notice of Assessment. The working copy of Canada Revenue Agency personal income tax return (T1 General) is also required IF the income amounts on your Notice of Assessment and Statement of Business Activities <u>are not</u> the same. <input type="checkbox"/> If self-employed for one year or longer and business is incorporated, provide T4 and T5 slip for individual employment income and/or dividend income received from business, OR a copy of most recent Canada Revenue Agency personal income tax return AND Notice of Assessment
Income from assets	
Source of asset(s) :	Provide the following document(s):
<input type="checkbox"/> Interest-bearing bank/trust/credit union accounts (personal chequing account and or savings)	<input type="checkbox"/> Copy of all current passbooks or monthly bank statements showing total interest earned in the past 12 months (must show the account number and name of the account holder) <input type="checkbox"/> T3 or T5 slips issued by a bank or credit union for tax purposes, OR <input type="checkbox"/> A letter from a bank or credit union describing the amount of interest earned in the past year
<input type="checkbox"/> Non-interest-bearing bank or credit union accounts	<input type="checkbox"/> Current bank passbook or monthly bank statements giving details of the account for the past 3 months (must show the account number and name of the account holder)

Continue; Income from assets	
Source of asset(s) :	Provide the following document(s):
<input type="checkbox"/> Stocks, shares, securities, mutual funds,	<input type="checkbox"/> Cheque stubs or copies of cheques, OR <input type="checkbox"/> Copy of most recent T5 tax form or investment statements <input type="checkbox"/> Mutual fund company statements with value of investment
<input type="checkbox"/> Guaranteed Income Certificates (GIC), term deposits, treasury bills, bonds, debentures and similar savings investments	<input type="checkbox"/> Letter from a bank or credit union, OR <input type="checkbox"/> Documents or certificates from bank or credit union with the following details: principal amount of investment, interest rate, amount of interest earned, date of issue and term, identifying serial number <input type="checkbox"/> Most recent T3 or T5 slips issued for tax purposes
<input type="checkbox"/> Residential property anywhere in the world (such as a house, condominium, cottage, etc., that you own on your own, that you own with others, that you rent out, that you have a right to occupy, or that you have any other legal or beneficial interest in) <input type="checkbox"/> Non-residential property anywhere in the world, that is not residential (such as vacant land, commercial properties, etc.)	<input type="checkbox"/> Written appraisal of the property done by a qualified appraiser
<input type="checkbox"/> Mortgages or loans which you lent to someone else	<input type="checkbox"/> Copy of mortgage/loan payment schedule showing the principal and interest of each payment
<input type="checkbox"/> Life insurance with a cash surrender value	<input type="checkbox"/> Copy of policy or letter from the insurer indicating the current cash surrender value
<input type="checkbox"/> Non-income-producing equity stake or share in business	<input type="checkbox"/> Audited financial statement or letter from a licensed accountant showing the value of the equity stake or share at the beginning and end of the reporting period

Proof of full-time student status – applies to Child of Household only (See Child of Household definition on page one. Anyone who does not meet the definition of Child of Household must provide all income and asset documents as stated in this guide)

If a Child of Household is 16 years of age or older AND is a full-time student:	Provide the following document(s):
<input type="checkbox"/> Secondary school (High school)	<input type="checkbox"/> a letter from the principal or registrar, OR <input type="checkbox"/> a timetable showing student name, school name, and courses enrolled in current semester
<input type="checkbox"/> Post-secondary institutions (College or University)	<input type="checkbox"/> a document from a funding agency that outlines the name of the educational institution and the number of courses the student is taking, OR <input type="checkbox"/> a confirmation of enrolment letter prepared by an educational institution stating whether full-time or part-time status, OR <input type="checkbox"/> a receipt from the educational institution showing the student name, tuition fees paid and for what courses

Note: If a Child of Household is 16 years of age or older but is NOT a full-time student, he/she must provide all income and asset documents as stated in this guide.

Proof of no income
<input type="checkbox"/> Provide most recent Notice of Assessment from Canada Revenue Agency, OR <input type="checkbox"/> Sworn affidavit to state that you have not had any income in the past year up to present, and also that currently you do not have any source of income
<p>Note: You may be given written notice to obtain certain types of income which your household may be eligible for. Your household may become ineligible for rent-geared-to-income subsidy if you do not respond to the notice by the deadline provided.</p>