

Important Information

Use this document as a guide when collecting proof of income and assets. Refer to the [Income and Assets Verification Requirements \(Annual Eligibility Review\)](#) policy for more details.

Request the most recent [Notice of Assessment](#) (NOA) from each household member who is 16 years or older to ensure accuracy of all income collected from the previous year. Request the T1 General if clarification or break down of income is required.

If you have any questions, please contact your Housing Specialist.

Pensions and Allowances	
Source of Income	What to Collect
<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 (GAINS) <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 (WSIB)	Collect the applicable verification below: <input type="checkbox"/> Copy of most current Service Canada letter, confirming gross amount <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, T5007 etc.) If, you are unable to locate this letter, you can call Service Canada at 1-800-277-9914. To request a letter confirming GAINS, call 1-866-668-8297.
<input type="checkbox"/> Foreign pensions	<input type="checkbox"/> Current consecutive bank statements covering 3 months (must show the account number and name of the account holder)
<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"/> T4RIF slip issued for the most recent year's income tax return
Social Assistance	
Source of Income	What to Collect
<input type="checkbox"/> Ontario Works (OW)	<input type="checkbox"/> Statement of Assistance confirming list of all eligible members
<input type="checkbox"/> Ontario Disability Support Program (ODSP)	<input type="checkbox"/> ODSP Information Form completed by ODSP worker
<p>Note: If any household member who receives OW or ODSP also has other income (i.e. employment, CPP, child support, etc.), they must provide documentation to verify the other income sources as stated in this table.</p>	

Support Payments (Received and Disbursed)	
Source of Income	What to Collect
<input type="checkbox"/> Spousal Support (Payee and Payor)	<input type="checkbox"/> Copy of the support agreement prepared and signed by a lawyer, OR <input type="checkbox"/> Copy of court order, OR <input type="checkbox"/> 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 <input type="checkbox"/> Family Responsibility Office (FRO) - Schedule A
<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"/> Signed and dated letter from sponsor specifying the monthly amount of financial support being provided
Employment Related Income	
Source of Income	What to Collect
<input type="checkbox"/> Regular full-time and/or part-time employment income <input type="checkbox"/> Commissions, tips, gratuities, or bonuses	<p>Ongoing Employment:</p> <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
	<p>New Employment:</p> <input type="checkbox"/> Current consecutive paystubs covering a minimum of 8 weeks, OR <input type="checkbox"/> 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
<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, start and end dates
<input type="checkbox"/> Short-term benefits from Workplace Safety & Insurance Board (WSIB)	<input type="checkbox"/> Letter from WSIB stating the gross payment amount and frequency 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.)	<p>Self-Employed - New (less than one year)</p> <input type="checkbox"/> complete the Region of Peel, Income Statement for Self-Employed (New Business) form every 3 months, AND <input type="checkbox"/> bank statements (business) verifying income amounts indicated on the form
	<p>Self-Employed - Existing (one year or longer) Sole Proprietorship:</p> <input type="checkbox"/> most recent copy of Revenue Canada: <ul style="list-style-type: none"> • T1 General (Personal Income Tax Return) – (4 pages),

	<p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • T2125 (Statement of Business Activities) – (6 pages) <p>Incorporated:</p> <p><input type="checkbox"/> copy of most recent Revenue Canada:</p> <ul style="list-style-type: none"> • T2 Corporate Income Tax (9 pages), <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • T2 – Schedule 50 (1 page), <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • T2 – Schedule 125 (4 pages), <p style="text-align: center;">OR</p> <p><input type="checkbox"/> T4 and T5 slip for individual employment income AND/OR dividend income received from business</p>
Other Income or Payments	
Source of Income	What to Collect
<input type="checkbox"/> Compensation for Victims of Crime Act	<input type="checkbox"/> Most recent tax information slip(s) showing annual amount received
<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
<input type="checkbox"/> Ontario's Basic Income Pilot	<input type="checkbox"/> Copy of the statement
<input type="checkbox"/> Structured Settlement (see current policy for more details)	<input type="checkbox"/> Copy of legal documents pertaining to the settlement, AND <input type="checkbox"/> Copy of entitlement and payment schedule from the insurance company
Income from Assets	
Source of Asset	What to Collect
<input type="checkbox"/> Residential property anywhere in the world (i.e. house, condominium, cottage, etc., that you own solely or with others, 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"/> Copy of most current Municipal Property Assessment Corporation (MPAC) statement (3 pages) AND <input type="checkbox"/> Copy of most current mortgage statement, OR <input type="checkbox"/> If outside the country, a written appraisal of the property done by a qualified appraiser Important: A household member receiving subsidy must divest the residential property that is habitable year round, within 6 months of starting to receive RGI assistance and must provide proof of property divestment. (Reference: Divestment of Residential Property policy document).
<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
No Income	
<input type="checkbox"/> Provide most recent Notice of Assessment from Canada Revenue Agency Important! In order to continue to be eligible for rent-geared-to-income, tenants must pursue all forms or sources of applicable income. Reference: Pursuit of Income policy document.	

Students	
<ul style="list-style-type: none"> • Applies to household members who are 16 years of age or older. • Full-time means course load of 40% for students with permanent disability and 60% for any other students. 	
“Child of the Household” who is 16 years of age or older	
What to Collect	
<input type="checkbox"/> Secondary school (High school)	<input type="checkbox"/> A letter from the principal or registrar, OR <input type="checkbox"/> A timetable/attendance sheet showing student’s name, school name, and courses enrolled in current semester
<input type="checkbox"/> Post-secondary institutions (recognized educational institutions only). For the list of Designated Educational Institution, visit: https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html	<input type="checkbox"/> A confirmation of enrolment letter; <ul style="list-style-type: none"> • showing the start date of the current program, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • sealed from the Office of the Registrar, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • prepared by an educational institution stating whether full-time or part-time status, OR <input type="checkbox"/> A document from a funding agency (i.e. OSAP) that outlines the name of the educational institution and the number (percentage) of courses the student is taking.