



Rent Geared-to Income (RGI) Subsidy Renewal Form

Community Services and Housing Department
Housing and Long Term Care Branch

Section 1 – Resident Information

Number of bedrooms in your unit:		
Street Address:		Apartment #:
City:	Province:	Postal Code:
Telephone Number:		Business Telephone Number:
Emergency Contact Name:		Emergency Contact Telephone Number:
Next of Kin Name:	Relationship:	Next of Kin Telephone Number:

Name of Household Member	Date of Birth D/M/Y	Sex M/F	Relationship to Other Household Members	Social Insurance Number

Has anyone joined or left your household since your last subsidy renewal? Yes No

Section 2 – Income Information

You are required to report and provide verification for all sources of income you and all persons of your household receive. Income means all money you receive, from all places.

Income — Here are some examples of possible places from which you receive income:		
Employment <ul style="list-style-type: none"> • Full Time Work • Part-Time Work • Irregular Work • Casual Work • Seasonal Work • Odd Jobs 	<ul style="list-style-type: none"> • Seasonal or Vacation Pay • Yearly Bonuses • Cost of living Bonuses • Long Term income protection plan • Shift Bonuses 	<ul style="list-style-type: none"> • Disability pay • Sickness pay • Tips or gratuities • Commissions • Overtime pay
Self-Employment <ul style="list-style-type: none"> • Tutoring • Child care • Driving a taxi • Teaching music 		
Pensions, Allowances and Other Income		
<ul style="list-style-type: none"> • Ontario Works • Ontario Disability Support Plan • Canada Pension Plan • Old Age Security • Quebec Pension Plan • Government Pensions from other countries i.e. United Kingdom, Italy • Spousal/Child Support Payments • War Veteran's Allowances • Employment Insurance • Training Allowances 	<ul style="list-style-type: none"> • Payments under Compensation for Victims of Crime Act • Company Pensions • Private Pensions • Civilian War Pensions • Public Service Pensions • Workers Safety Insurance Board Payments • Military or Militia or Civil Defence Allowance • Immigration Allowances 	<ul style="list-style-type: none"> • Canada Manpower Retraining Allowance • Payments from Children's Aid Society • Payments from Catholic Children's Aid Society • One Time Lump Sum Payments (inheritances, Court and out of court Settlements) • Mortgage Income • Student Grant (OSAP)

Income Verification – Here are some examples of acceptable income verification
Employment <ul style="list-style-type: none"> • Employer's letter (with company information, pay period and gross pay amount, including commission or bonuses) • Pay stubs for eight consecutive weeks
Pensions, Allowances and Other Income <ul style="list-style-type: none"> • Pension cheque stubs • OW/ODSP cheque stub and drug card • financial institution statement

Attach a copy of the most recent income tax return and notice of assessment for each household member



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List all members of the household and any money that you and all persons living with you are receiving from all sources.

Household Member Name	Source of Income, School Attended or Not Applicable	Gross Income per Month (before deductions)	Verification Attached
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
Total Monthly Income: \$			

Support payments made/received:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$	Verification attached? <input type="checkbox"/> Yes
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Section 3 – Asset Information

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

<p>Assets that give you income:</p> <ul style="list-style-type: none"> • Farm property from which you make money • Real estate which you rent to someone (example: house, 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.) • Registered Retirement Savings Income Fund (RRIF) 	<p>Assets that do not give you income:</p> <ul style="list-style-type: none"> • Life insurance (with a cash surrender value) • Registered Retirement Savings Plan, indicate if "locked in" • Registered 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 • Overseas accounts • Mutual Funds
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Asset Verification – Here are some examples of acceptable asset verification

<p>Photocopies of:</p> <ul style="list-style-type: none"> • bank statements or passbooks • T5 slip issued by a financial institution • letter or statement from a financial institution 	<ul style="list-style-type: none"> • appraisal stating property value • insurance policy (stating cash surrender value) • investment certificates
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List all assets owned by you and all persons who will be living with you.

Type of Asset (bank account, GIC, RRSP, property, etc.)	Name of Financial Institution (if applicable)	Value (\$)	Verification Attached
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes



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Section 4A – Release and Consent

This is your legal agreement with us to consent to the release of your personal information.

1. I understand that The Regional Municipality of York (“York Region”) as service manager and my housing provider for rent geared-to-income (RGI) assistance are permitted under the *Social Housing Reform Act, 2000* (the “Act”) to collect personal information about me in relation to my ongoing eligibility for RGI assistance so long as they comply with the standards for collecting, using, disclosing and safeguarding information as set out in the Act.
2. I understand and agree to release any personal information and required documents to either York Region and/or my housing provider for the purposes of determining:
 - (a) my ongoing eligibility for RGI assistance;
 - (b) the size and type of unit that I may be eligible for; and
 - (c) the amount of rent geared-to-income I will be required to pay.

Any personal information collected by York Region and/or my housing provider about me for the above mentioned purpose will be hereafter referred to as “my personal information”.

3. I agree to release to York Region and/or my housing provider information about any bank account, safety deposit box, assets of any nature or kind held by me, or on my behalf, or by or on behalf of any of my dependants or children temporarily in my care, alone or jointly with any other person in any financial institution, in order to verify my ongoing eligibility for RGI assistance.
4. For the purposes set out in paragraph 2, I allow York Region and/or my housing provider to obtain any credit information about me from any credit agency or any other source.
5. I allow York Region and/or my housing provider to share my personal information, without further notice to me, with the Ministry of Municipal Affairs and Housing, the Ontario Housing Corporation, the Social Housing Services Corporation, other municipal service managers or district social services administration boards or lead agencies as defined under the Act, and each person or organization providing services by contract to any of them, if it is needed to make decisions or verify my ongoing eligibility for assistance under the Act, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997* or the *Day Nurseries Act*.
6. I understand that any of my personal information given by York Region and/or my housing provider to a government or body mentioned above in paragraph 5 is confidential and will only be given in accordance with the Act and its regulations.
7. I understand that any of my personal information provided by me to my housing provider is given on the understanding that my housing provider is collecting this information on behalf of York Region.
8. I understand that any change in my personal information must be reported to my housing provider within 10 business days after each change in a document or information that I have provided to York Region and/or my housing provider.
9. I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
10. I confirm that if I have any questions or concerns about the collection, use or disclosure of my personal information, I should contact: 1091 Gorham Street, Suite 104, Newmarket, ON L3Y 8X7

Signatures of household members 16 years of age or over:

Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date
Household Member (Please print name)	Signature	Date

Section 4B –Declaration

I declare:

1. I declare that everything I have written in this document is true and that no information that is required to be given has been withheld or omitted.
2. I understand that all of my personal information I give to York Region and/or my housing provider will belong to them.
3. I understand that only the people I have listed on this document may live with me in subsidized housing.
4. I understand that York Region and/or my housing provider will use my personal information that I give them to determine my ongoing eligibility for RGI assistance; the size and type of unit I may be eligible to receive; and the amount of geared-to-income-rent payable by me.
5. I declare that I am in Canada legally.
6. I understand that I must pay back or arrange to pay any money I may owe to any subsidized housing provider.
7. I understand that it is an offence, under the Act for an individual to knowingly obtain or assist a household member to obtain RGI assistance for which they are not entitled. Such an offence carries a fine and/or imprisonment as well as a prohibition from re-applying for assistance for a minimum period of two years.
If something on this document is missing, incorrect or false, York Region and/or my housing provider may request additional information, or may cancel my eligibility for RGI assistance and may request my household to reimburse York Region for the amount of RGI assistance paid on behalf of my household.
8. I understand that if York Region and/or my housing provider request a household to reimburse York Region, the members of the household who are parties to the lease or the occupancy agreement for the unit are jointly and severally liable to pay the amount owing to York Region.

Personal information contained in this form or in any attachments to it is collected by The Regional Municipality of York and/or my housing provider, pursuant to the Freedom of Information and Protection of Privacy Act or the Municipal Freedom of Information and Protection of Privacy Act and will be used only as set out in this form.

Signatures of household members 16 years of age or over:

_____	_____	_____
Household Member (Please print name)	Signature	Date
_____	_____	_____
Household Member (Please print name)	Signature	Date
_____	_____	_____
Household Member (Please print name)	Signature	Date
_____	_____	_____
Household Member (Please print name)	Signature	Date
_____	_____	_____
Household Member (Please print name)	Signature	Date

* Please be sure that All household members have signed both page 3 and 4.