

Do you understand English?  Yes  No

If not, please tell us what language you speak? \_\_\_\_\_

The attached document is important.

If you do not understand this document, please have someone translate this immediately.

**ተያይዞ የቀረበው ሰነድ አስፈላጊ ነው።**

ይህን ሰነድ አንብበው ካልተረዱት፣ እባክዎን አንድ ሰው ወዲያውኑ ይህንን እንዲተረጎሙ ያድርጉ።

الوثيقة المرفقة هامة.

فإذا لم تفهم تلك الوثيقة، يرجى أن تستعين بشخصاً ما لترجمتها لك على الفور.

**সংযুক্ত নথিটি গুরুত্বপূর্ণ।**

আপনি যদি নথিটি বুঝতে না পারেন তাহলে অনুগ্রহ করে কারো কাছে দ্রুত অনুবাদ করে নিন।

**所附的文檔很重要。**

如果您不能讀懂本文檔，要盡快請人幫您翻譯。

سند پیوست مهم است.

اگر متوجه این سند نمی شوید، لطفاً از کسی بخواهید فوراً آن را ترجمه کند.

**Le document ci-joint est important.**

Si vous ne le comprenez pas, faites-le traduire immédiatement.

**Το συνημμένο έγγραφο είναι σημαντικό.**

Εάν δεν κατανοείτε αυτό το έγγραφο, ζητήστε από κάποιον να το μεταφράσει αμέσως.

**अटैय करेवो दस्तावेज महत्वपूर्ण छे.**

जो तमने आ दस्तावेज समजय नही, तो कृपा करीने आने कोईकनी पासो तात्कालिकपणे अनुवाद करावी वो.

**Il documento allegato è importante.**

Se non capisci questo documento, chiedi a qualcuno di tradurlo immediatamente.

**첨부 문서는 중요한 문서입니다.**

이 문서를 이해할 수 없을 경우, 즉시 다른 사람에게 번역해달라고 하십시오.

**Załączony dokument jest ważny.**

Jeśli nie rozumiesz tego dokumentu, natychmiast poproś kogoś o przetłumaczenie go.

**O documento em anexo é importante.**

Se não entender este documento, peça alguém para traduzi-lo imediatamente.

**Прилагаемый документ имеет важное значение.**

Если вы не понимаете содержание данного документа, пожалуйста, немедленно попросите кого-нибудь перевести его.

**Dhokomentiga halkan ku lifaaqan waa muhiim.**

Haddii aad fahmi weydo dhokomentigan, fadlan qof ha kuu tarjumo islamarkiiba.

**El documento adjunto es importante.**

Si no comprende lo que dice, haga que alguien se lo traduzca inmediatamente.

**இத்துடன் இணைக்கப்பட்டு உள்ள ஆவணம் முக்கியமானது.**

இந்த ஆவணத்தை உங்களால் விளங்கிக் கொள்ள முடியவில்லை என்றால், தயவு செய்து உடனடியாக இதனை யாரும் ஒருவரின் உதவியுடன் மொழிபெயர்த்து அறிந்து கொள்ளுங்கள்.

**Nkrataa a eka ho yi ho hia yiye**

Se wonte nkrataa yi ase a, mesre se bisa obi na onkyere wo ase mprenpren yi a.

**Tài liệu đính kèm rất quan trọng.**

Nếu bạn không hiểu tài liệu này, hãy nhờ ai đó dịch tài liệu này ngay lập tức.

**This package contains your Annual Review Form. Please complete it by or you will lose your rent subsidy.**

The *Housing Services Act, 2011* says that Toronto Community Housing (TCHC) must do a yearly review of income and assets for each person in your household. Based on this review, TCHC decides if you are still eligible for a rent-geared-to-income (RGI) subsidy. If you do not complete your Annual Review form and return it to your Hub Office by, you may lose your subsidy. If that happens, you will receive a Notice of Decision letter advising you that your rent will be increased to the full market rent for your unit. You may be able to keep your subsidy by responding to this letter and providing TCHC with the required information. **Please ensure the completed forms are mailed or dropped off at your Hub Office.**

**Do not wait until your Annual Review to report changes. You could lose all of your RGI subsidy if you do not report the following changes within 30 days.**

- A permanent change in the household composition;
- A household member stops being in full-time attendance at a recognized educational institution;
- A member of the household begins or stops receiving social assistance, such as OW or ODSP;
- A member of a benefit unit has a permanent increase in income that causes the benefit unit's non-benefit income to exceed their non-benefit income limit; or,
- A member of the household has had their taxes reassessed or additionally assessed.

### **How to complete your Annual Review**

1. Your Annual Review form shows the latest information on file for your household. Check the information. Add anything that is missing and correct any mistakes. Include information for everyone in your household. Add extra paper if you need to.
2. RGI rent is calculated using the Net Income for each member of the household, as reported on their Canada Revenue Agency Notices of Assessment (tax return) for the most recent taxation year. Each member of your household who is 16 years of age and older, must file an income tax return every year. Copies of the Notices of Assessment or Proof of Income for each of those household members must be submitted with the completed Annual Review form.

In this package is a guide called "How to Show Proof of Your Household Income and Assets." This tells you what documents you should attach. Please read the guide.

Sign and date the form. All household members who are 16 or older must sign on page 8.

3. Fill out the Emergency Contact and Special Assistance Form and include it with your Annual Review.
4. Mail or drop off your completed Annual Review by \_\_\_\_\_ to your Hub Office. The address is at the top of this page.

#### **In this package:**

- ▶ Household Income and Assets Review Form
- ▶ How to Show Proof of Your Income and Assets
- ▶ Emergency Contact and Special Assistance Form
- ▶ Annual Household Asset Declaration Form

**Do you have questions? Please call your Hub office at (416) 981-5500.**

# Important Information

## **Your annual rent review and documentation:**

This is your annual rent review package. Every year, Toronto Community Housing conducts a review of each rent-geared-to-income (RGI) household's income and assets. We use this information to calculate your rent and determine if your household is still eligible for RGI subsidy.

## **We're focusing on following all the rules about documentation:**

We follow the City of Toronto's RGI Administration manual. To meet the City's requirements, depending on your employment status and income sources, you may be asked to submit additional documents that you may not have had to provide before. The City's RGI manual outlines the supporting documents that a tenant may need to submit based on different income types.

We are committed to meeting the City's standard. This will ensure that we continue to:

- calculate rent accurately
- help tenants keep their subsidy
- conduct consistent, fair and thorough reviews

## **If you are missing documents:**

If your annual review package is incomplete because of missing supporting documents, your Tenant Services Coordinator will send you an "Income and Asset Missing Documentation" letter to tell you what supporting documents you must submit. It is very important that you complete any requests outlined in your annual rent review package. You must also declare any changes to your income, assets, and household composition within 30 calendar days of the change if the change happens outside of your normal annual rent review time.

## **Meeting the deadline for your annual rent review:**

You must complete your annual rent review package by the due date to avoid losing your subsidy. If you do not, you may receive a Notice of Decision letter letting you know that you will lose your subsidy and your rent will be increased to the full market rent of your unit.

Please read this package and answer the questions carefully. You must complete the forms and mail or drop them off at your Hub Office. We thank you for your understanding and patience with the update process. If you need help with completing your annual rent review forms, please call your Hub Office at 416-981-5500 or speak to your Tenant Services Coordinator.

## **This package is not the Lease. Only people who sign the Lease are Tenants:**

When a tenancy begins, all members of the household who are 16 years of age and older must sign the paper lease for the unit as Tenants. A household member who is a minor (i.e. Child of the household who is younger than 16 years old) at the initial lease signing, will be listed as an Occupant on the lease, not a Tenant.

An Occupant of the unit does not have the same rights as a Tenant of the unit. If the Tenant moves out of unit, any Occupants of the unit must also move out. Occupants have no independent rights to live in the unit. They stay in the unit at the pleasure of the Tenant. Even though Occupants are not Tenants, their income must be reported as it must be used to calculate the RGI rent for the household.

Tenants may ask to execute a new lease with Toronto Community Housing to add another person as a Tenant (including when an Occupant of the unit turns 16 years old) so they can be recognized as a Tenant. All of the Tenants of the unit and Toronto Community Housing must agree for any new lease, or any amendment to the lease to be executed.

Telephone:

## Household Income and RGI Review Form

Household Member Names:	Address:		Number of bedrooms in your unit:
	Client Account Number:	Daytime Phone #:	
	Review Date:	Alternative Phone #:	
	Email Address:		
	Please return this form to the Hub Office by:		

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, put their name on the form, then cross off their name and write the date they moved out. If someone has moved in since you last reported, 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 Last Name, First Name):	Relation to Member 1	Date of Birth mm/dd/yy	Gender	Check box if you are a student	Last 3 digits of SIN
	SELF)		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	___ _ _
			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	___ _ _

			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<hr/>
			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<hr/>
			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<hr/>
			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<hr/>
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			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<hr/>
			<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Trans <input type="checkbox"/> Two Spirit <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	<hr/>

**Total Number of people in your household:** \_\_\_\_\_

### **Sources of Income and Property**

Rent-Geared-to-Income (RGI) rent is calculated using the Net Income for each member of the household, as reported on their Canada Revenue Agency Notices of Assessment (tax return) for the most recent taxation year. To continue to be eligible to receive RGI assistance, each member of your household who is 16 years of age and older, must file an income tax return every year. Copies of the Notices of Assessment or Proof of Income Statement for each of those household members must be submitted with the completed Household Income and RGI Review form.

**Income:** Please indicate the income for each member of your household. Add extra paper if you need to. You are required to file your income tax each year. Every member of your household who is 16 years old and older must attach their most recent Notice of Assessment or Proof of Income Statement as proof of income (unless the person is enrolled in a recognized educational institution full-time for the relevant calendar year).

If any member of your household is in receipt of Social Assistance (including full-time students), the following must also be submitted:

- a recent Statement of Assistance that includes amount paid to the benefit unit and the names of all family members included in this benefit (or a copy of the proof of social assistance from the recipients' MyBenefits account)
- if receiving CPP-D, a T4A(P) for the relevant tax year
- if receiving OAS Spouse's Allowance, a T4A(OAS) for the relevant tax year
- if a household member holds an RDSP, the Annual RDSP statement for the same tax year as the household member's Notice of Assessment

If at least one member of your household received employment income during the relevant tax year, you will qualify for an employment deduction. To receive the employment deduction, you must also provide **one** of the following verification documents for the relevant tax year:

- Proof of Income statement from the Canada Revenue Agency;
- T4 from employer;
- Letter from employer; or Pay stub.

If any member of your household is a full-time student at a recognized primary, secondary or post-secondary institution, any income they earn will not be included in the calculation of the RGI rent. However, full-time students over the age of 16 must provide proof of their student status.

As recipients of RGI assistance, you are not required to report most in-year increases in your household income. **However, you must report to Toronto Community Housing Corporation (“Toronto Community Housing”) within 30 days if:**

- There is any change in your household composition (this is who lives in your household).
- Any member of your household has ceased to be a full-time student.
- Any member of your social assistance benefit unit had a permanent increase in income that caused the benefit unit to exceed their non-benefit income limit.
- Any member of your household has started or stopped receiving social assistance, such as OW or ODSP.
- Any member of your household has had their income taxes reassessed or additionally assessed.

**If, between now and your next Annual Income & RGI Review, your household experiences a reduction in income of at least 20%, you may contact Toronto Community Housing to request an In-year Review.**

**Property:** Every member of your household must report any interest they have in property that can be lived in year-round. This could be a house, townhouse, condo, apartment, cottage, trailer, etc. The interest must be reported whether it is rented or owned, whether the interest is held alone or shared with others (e.g. part ownership, joint tenancy, etc.), and whether the interest is legal or beneficial (e.g. property held in trust for your benefit or property you hold in trust for someone else’s benefit, etc.).

**Income:**

Household Member Name (Last Name, First name)	Net Annual Income <i>per</i> Notice of Assessment

**Property:**

Household Member Name (Last Name, First Name)	Property address	Type	Date the Household Member got the interest mm/dd/yy	Date the property was sold, given away, lease ended, etc. mm/dd/yy
		<input type="checkbox"/> Owned <input type="checkbox"/> Rented		
		<input type="checkbox"/> Owned <input type="checkbox"/> Rented		
		<input type="checkbox"/> Owned <input type="checkbox"/> Rented		
		<input type="checkbox"/> Owned <input type="checkbox"/> Rented		

## Benefit Units:

No member of my household has received any payments from Ontario Works (OW) or the Ontario Disability Support Program (ODSP) since our last declaration.

One or more members of my household has received one or more payments from Ontario Works (OW) or the Ontario Disability Support Program (ODSP) since our last declaration. Supporting documentation is attached.

See the “Proof of Declaration” Guide for more information about what documentation is required to support your declarations.

## Status in Canada:

To be eligible for RGI, every member of your household must have legal status in Canada. Legal status means:

- Canadian Citizen;
- Permanent resident or an active application for permanent residency; or
- an active application for refugee protection.

### Choose 1:

This is our first Income and Asset declaration, supporting documentation showing that each of us has legal status in Canada is attached.

Every member of my household has legal status in Canada as described above, no one new has moved into our home and the statuses of each member of my household has not changed since our last declaration.

Someone new has moved into my home or someone who lives with me has had a change to their legal status in Canada since my last declaration. Supporting documentation showing the legal status of the person(s) affected is attached.

See the “Proof of Declaration” Guide for more information about what documentation is required to support your declarations.

**This Household Income and RGI Review form, including the Consent & Declaration portion of this form, must be completed and returned with all necessary verification documents to Toronto Community Housing at the local hub office by the deadline on the first page of this form.**

**If this form and the required verification documents are not submitted by the deadline, you could lose your eligibility for RGI assistance and you will have to pay market rent.**

If you have any questions or need help filling out this form, please contact us by phone at 416-981-5500, by email at [help@torontohousing.ca](mailto:help@torontohousing.ca) or by making an appointment to come to your local Hub office.

## Consent and Declaration for Income and RGI Review:

The information on this form is collected as part of the assessment for eligibility to receive the RGI subsidy. All household members 16 years of age and older must read and sign this form every year as part of the Household Income and RGI Review. Please review the sections below to ensure your submission information is accurate.

**I confirm that all the information given about me in this form is true and complete.  
I understand that my household can lose its RGI assistance if:**

<b>1.</b>	Any member of my household gives false or incomplete information to Toronto Community Housing.
<b>2.</b>	All members of my household are absent from my unit for longer than 90 days.
<b>3.</b>	All members of my household do not divest themselves of (transfer, sell, donate or give away) leased or owned residential property that is suitable for year-round use within 180 days of obtaining RGI housing or within 180 days of obtaining the property.
<b>4.</b>	Members of my household who are 16 years of age or older, who are not receiving basic financial assistance through Ontario Works (OW) or income support through the Ontario Disability Support Program (ODSP), have assets that are not exempt with a total value of greater than \$150,000 (combined non-exempt assets of all applicable household members).
<b>I do not report to the RGI administrator within 30 days that:</b>	
<b>5.</b>	My household composition has permanently changed.
<b>6.</b>	A member of my household has ceased to be a full-time student.
<b>7.</b>	A member of my household has started or stopped receiving social assistance, such as Ontario Works (OW) or the Ontario Disability Support Program (ODSP).
<b>8.</b>	A member of my social assistance benefit unit (OW or ODSP) had a permanent increase in income that caused the benefit unit to exceed their non-benefit income limit.
<b>9.</b>	A member of my household has had their income tax return reassessed or additionally assessed since my last Income & RGI Review.
<b>10.</b>	There has been any change in any member of my household's right to stay in Canada.

I understand that the City of Toronto and Toronto Community Housing Corporation must collect and retain my personal information to verify my eligibility for RGI. I understand that the City of Toronto and Toronto Community Housing will use this information to decide:

- if my household continues to qualify for the size of unit we live in;
- if my household continues to be eligible for RGI assistance; and
- how much RGI assistance my household qualifies to receive.

I consent to the City of Toronto and Toronto Community Housing making inquiries for investigation purposes regarding information provided in this Income and RGI Review with any government agency, person, or corporation. I understand that inquiries and the disclosure of my personal information to government agencies under the *Housing Services Act, 2011* (HSA) may be made without notice.

I understand that the information on this form and any attachments, and the information collected about from the inquiries I have agreed to above, may be shared as necessary with the Ontario Minister of Municipal Affairs and Housing, the Housing Services Corporation, other municipal service managers, my housing provider, and/or other housing providers and/or service providers for the purposes of making decisions or verifying eligibility for assistance under the HSA, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, or the *Child Care and Early Years Act*,





## How to Show Proof of Your Household Income and Assets

**Instructions:** This guide shows the most common documents you will need to provide to show proof of your Rent-Geared-to-Income (RGI) declarations. If Toronto Community Housing identifies any discrepancies in what you have reported and your supporting documentation or further information or clarification is needed, we may require additional information or documents from you. We will notify you if any additional documentation is required.

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 or reach out by TTY at 416-981-5500, email us at [help@torontohousing.ca](mailto:help@torontohousing.ca) or stop by your local Hub Office.

**Status in Canada:** Every member of your household must have “status” in Canada. What that means is that each member of your household must either be:

- a Canadian Citizen;
- a Permanent Resident or an active applicant for Permanent Residency; or
- an active claimant for Refugee status.

You are required to show proof of status for each member of your household when each person starts living in your RGI unit. You are also required to show proof of status any time the status of any member of your household changes. If a removal order becomes enforceable against any member of your household, you must also report this to Toronto Community Housing right away.

### Proof of Status in Canada:

Examples of acceptable documents to prove status in Canada include:

- Canadian Birth Certificate
- Canadian Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Refugee approval documents with valid expiry dates

A full list of documents that can be used to prove Canadian Status is available here:

<https://www.toronto.ca/community-people/employment-social-support/housing-support/rent-geared-to-income-subsidy/acceptable-id/>



**Full – Time Student at a “Recognized Educational Institution”**

Members of the household who are full-time students at recognized educational institutions do not have to submit a Notice of Assessment and will not have any income factored into the rent calculation (with exceptions for certain ODSP and OW recipients).

Recognized Educational Institutions are:

- a. a school, as defined in the *Education Act*,
- b. a university,
- c. a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,
- d. a private career college, as defined in the *Private Career Colleges Act, 2005*, or
- e. a private school, as defined in the *Education Act*, for which a notice of intention to operate has been submitted to the Ministry of Education in accordance with that Act.

If you have questions about whether a particular school is a “recognized educational institution” speak with your Tenant Services Coordinator.

In order to prove a household member’s full-time student status, the household must submit one or more of the following:

<b>Secondary School</b>	<input type="checkbox"/> a letter from the principal or registrar stating the student’s name and that they are enrolled full-time, OR  <input type="checkbox"/> a timetable showing the student’s name, school name, and the courses enrolled in the current semester.
<b>Post-Secondary Institutions</b> (College or University)	<input type="checkbox"/> a document from a funding agency that outlines the name of the educational institution, the name of the student and the number of courses the student is taking, OR  <input type="checkbox"/> a confirmation of enrolment letter prepared by an educational institution stating the name of the student and whether they are attending full-time or part-time, OR  <input type="checkbox"/> a receipt from the educational institution showing the student’s name, tuition fees paid and for what courses.

<p><b>Employment Income:</b> Every household member who is 16 years old or older must provide their most recent Notice of Assessment. If at least one member of your household received employment income during the relevant tax year, you will qualify for a deduction in the rent charged. Supporting documents are required in order to give the household the prescribed deduction.</p>	
<b>Employment Income</b>	<input type="checkbox"/> Proof of Income statement from the Canada Revenue Agency; <input type="checkbox"/> T4 from employer; <input type="checkbox"/> Letter from employer; or <input type="checkbox"/> Pay stub.

<p><b>Pension, Benefits, Social Assistance:</b> Every household member who is 16 years old or older, except full-time students, must provide their most recent <b>Notice of Assessment</b>. Depending on the source of income, additional documents are required. The following additional documents are required for these sources of income:</p>	
<b>Social Assistance (OW, ODSP)</b>	<input type="checkbox"/> a recent Statement of Assistance that includes amount paid to the benefit unit and the names of all family members included in this benefit (or a copy of the proof of social assistance from the recipients' MyBenefits account).
<b>CPP-D</b>	<input type="checkbox"/> a T4A(P) for the relevant tax year.
<b>OAS Spouse's Allowance</b>	<input type="checkbox"/> a T4A(OAS) for the relevant tax year.
<b>Registered Disability Savings Plan (RDSP)</b>	<input type="checkbox"/> the Annual RDSP statement for the same tax year as the household member's Notice of Assessment

<p><b>No Income:</b> Every household member over the age of 16 is required to pursue income from available sources. If you report that you have no income you may be given written notice directing you to try to obtain certain types of income which your household may be eligible for (e.g. OW, CPP, etc. as applicable). Your household may become ineligible for RGI if you do not respond to the notice by the deadline provided.</p>	
<b>No Income</b>	<input type="checkbox"/> the household member's most recent Notice of Assessment from Canada Revenue Agency

**Residential Property:** Every member of your household must report any interest they have in a property that can be lived in year-round. This could be a house, townhouse, condo, apartment, cottage, trailer, etc. The interest must be reported whether it is rented or owned, whether the interest is held alone or shared with others (e.g. part ownership, joint tenancy, etc.), and whether the interest is legal or beneficial (e.g. property held in trust for your benefit or property you hold in trust for someone else's benefit, etc.).



<b>Residential Property</b>	<p><b>For residential property in Ontario that is owned</b> (in whole or in part):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A copy of the Parcel Register with Deletions;</li><li><input type="checkbox"/> A copy of the Transfer into the Household Member's name and the Transfer out of the Household Member's name; AND</li><li><input type="checkbox"/> If a Transfer was made for nominal consideration, or the property shows as being held in trust or for the benefit of another, the supporting documentation regarding the trust or nominal consideration</li></ul> <p><b>For residential property inside or outside Ontario that is leased:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> A copy of the lease; AND</li><li><input type="checkbox"/> confirmation from the landlord, that the lease has been terminated (or if inside Ontario, confirmation from the landlord, Landlord and Tenant Board, or local Sheriff's office that the lease has been terminated).</li></ul> <p><b>For residential property outside of Ontario that is owned</b> (in whole or in part): The documents required will depend on the jurisdiction. The documentation required may include:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> copies of the deed placing the property in the household member's name and placing them into another person's name when the property is sold, given away, etc.; AND</li><li><input type="checkbox"/> an agreement of purchase and sale AND/OR</li><li><input type="checkbox"/> Different or additional documents.</li></ul> <p>For residential property that a household member owns which is located outside Ontario, report the household member's interest in the property and provide what supporting documentation you can showing the date you acquired the interest and the date it was sold, given away, etc. Ask your Tenant Services Coordinator what additional documentation is required.</p>
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## Frequently Asked Questions (FAQ)

### 1. Can I just provide my Notice of Assessment to calculate RGI rent?

Every member of your household who is at least 16 years old, except full-time students must file their taxes each year and provide their most recent Notice of Assessment or Proof of Income Statement. If a source of income for any household member is:

- OW;
- ODSP;
- CPP-D; or
- OAS Spouse's Allowance,

additional documents are required. As well, if any member of the household has an RDSP (Registered Disability Savings Plan), they are required to provide their annual RDSP statement, from the institution holding the investment, for the same tax year as their NOA. Failure to provide these documents could result in the household losing eligibility for RGI.

If any household member has an interest in residential property outside of the RGI unit where they live, additional documents are required. Failure to provide these documents could result in the household losing eligibility for RGI.

If the household wants to:

- have the income of a full-time student excluded from the rent calculation; or
- benefit from the employment income deduction,

additional documents are required. If no other documents are missing, the failure to provide these documents will result in the RGI being calculated on the basis of the total household income without deduction. Failing to provide documentation showing that a household member is a full-time student may also result in a letter to the household directing that household member to seek income.

### 2. What does full-time student at a recognized educational institution mean?

A full-time student is someone who is taking at least 60% of a full course load or 40% of a full course load for a student with a permanent disability.

A recognized educational institution means:

- a. a school, as defined in the *Education Act*,
- b. a university,
- c. a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*,

- d. a private career college, as defined in the *Private Career Colleges Act, 2005*, or
- e. a private school, as defined in the *Education Act*, for which a notice of intention to operate has been submitted to the Ministry of Education in accordance with that Act.
- f. online and in-person high school credit courses
- g. home schooling for students aged 16 years or older

If you have questions about whether a particular school is a “recognized educational institution” speak with your Tenant Services Coordinator.

### **3. What if I am not a Child of Household but a full-time student?**

The old rule that only “children of the household” were entitled to this treatment has been revoked.

Any member of the household who is a full-time student at a recognized educational institution will have their income excluded from the RGI rent calculation as long as the required documentation is provided.

### **4. Do I qualify for any deductions if I am paying child or spousal support?**

There is no deduction for persons paying spousal or child support.

### **5. Do I have to declare spousal support I receive?**

Yes, you need to declare if you receive spousal support.

### **6. Is child support I receive considered apart of my income and is it used to calculate my rent?**

Child support is not used as a part of rent calculations. You are still required to provide a copy of your most recent Notice of Assessment.

### **7. What if I do not have any income?**

You are required to pursue income that you are eligible for (e.g. you may be eligible for OW, ODSP, etc.). Please speak with your Tenant Services Coordinator about this.

## Annual Household Asset Declaration Form

The information on this form is collected as part of your household's annual RGI review. It is used to report information on any assets your household has and to determine your continued eligibility to receive Rent-Geared-to-Income (RGI) assistance.

**All members of your household who are 16 years of age or older must declare all assets that are not exempt** (see Exempt Assets list below). However, any member of your household who is receiving basic financial assistance through Ontario Works (OW) or income support through the Ontario Disability Support Program (ODSP) is not required to declare assets.

**If the total value of your household's non-exempt assets are greater than \$150,000, you will no longer be eligible to receive RGI assistance.**

**There are types of assets which are exempt from the household's total assets and do not count towards the asset limit.** A full list of these exempt assets is at the end of this form. If your household has any of these exempt assets, you are not required to declare them. If you are unsure about whether an asset you have must be declared or is exempt, please declare it – the RGI administrator is responsible to ensure exempt assets do not count towards your household's total assets.

**All assets owned by members of the household must be declared, and a current value provided, on this form unless they are exempt assets.**

### EXAMPLES OF HOUSEHOLD ASSETS THAT MUST BE DECLARED:

Following is a list of examples of assets you must declare. This doesn't include all the assets you are required declare. See the "Exempt Assets" list below for all assets that are not required to be declared. If your asset is not on the Exempt Assets list, it must be declared.

**Property** including but not limited to land, house, condominium, cottage, rental property, commercial property

**Value of investments** including but not limited to stocks, bonds, guaranteed investment certificates (GICs), index funds, and mutual funds, including foreign investments

**More than one motor vehicle per household member** of driving age including but not limited to cars, trucks, boats, motorcycles

**Value of cash** including funds in bank accounts

**Cash surrender value of life insurance policies** that exceed \$100,000 for the entire household

**Value of business assets over \$20,000** for a household member or business

**Value of funds held in a Tax-free Savings Account (TFSA)** that exceeds the Canada Revenue Agency's (CRA) current individual eligibility requirements

**Value of trust funds of any household members with a disability** that are over \$100,000 for that household member

**Value of a household members' share** of any assets, that are not exempt and are jointly held with other parties



**Section 1 – DECLARATION OF HOUSEHOLD ASSETS**

**Check one:**

- No member of this household has any assets other than exempt assets.
- At least one member of this household has assets that must be declared. **If you checked this box, list all assets, other than exempt assets, owned by all members of your household here:**

Name of household member who owns the asset	Asset type	Asset value in Canadian dollars (\$)	Household member's percentage of ownership (%)

**Section 2 – DECLARATION OF PROPERTY** (including but not limited to land, house, condominium, cottage, rental, commercial property)

**Check one:**

- No member of this household owns, or jointly owns, property.
- At least one member of this household owns, or jointly owns, property. **If you checked this box, list all properties owned, or jointly owned by household members here:**

Name of household member who owns the property	Property type & address	Property value in Canadian dollars (\$) <small>(from the most recent Municipal Property Assessment Corporation (MPAC) report or if the property is outside Ontario, an independent value assessment)</small>	Household member's percentage of ownership (%)

<p><b>EXEMPT ASSETS:</b></p> <p>The following assets are excluded from the total value of a household's assets. You are not required to declare these assets at the annual RGI review. If your household has any of these assets, they will not be counted towards the \$150,000 asset limit for RGI eligibility.</p>
<p><b>Personal Possessions</b></p>
<p>One personal motor vehicle per household member (not used primarily for the operation of a business)</p>
<p>Value of clothing, jewelry, and other personal effects</p>
<p>Value of furnishings in the RGI unit used by the household, including decorative or artistic items not used primarily for the operation of a business</p>
<p>Value of a pre-paid funeral</p>
<p><b>Business Assets</b></p>
<p>Value of tools of a trade that are essential to the work of a member of the household as an employee</p>
<p>Value of assets of a member of the household that are necessary for the operation of a business that the member has an interest in, up to a maximum of \$20,000 for that business</p>
<p><b>Retirement Investments &amp; Assets</b></p>
<p>Value of funds held in a registered education savings plan (RESP) for a member of the household or a dependent of a member of the household</p>
<p>Value of funds held in a registered retirement savings plan (RRSP)</p>
<p>Value of funds held in a registered retirement income fund (RRIF)</p>
<p>Value of funds held in a Locked-In Retirement Account (LIRA)</p>
<p>Value of funds held in a Life Income Fund (LIF)</p>
<p>Value of funds held in a Life Retirement Income Fund (LRIF)</p>
<p>Value of funds held in a Registered Pension Plan (RPP)</p>
<p><b>Tax-free Savings Accounts</b></p>
<p>Value of funds held in Tax-free Savings Accounts (TFSA) that is within the Canada Revenue Agency's individual eligibility requirements</p>
<p><b>Disability-related Assets</b></p>
<p>Value of the proceeds of a loan taken against a life insurance policy that will be used for disability-related items or services</p>
<p>Value of the beneficial interest in a trust of a household member with a disability up to maximum value of \$100,000 for that household member if the capital of the trust was derived from an inheritance or from the proceeds of a life insurance policy</p>
<p>Value of funds held in a registered disability savings plan (RDSP) – if the beneficiary of the plan is a member of the household</p>
<p><b>Government Assistance or Compensation</b></p>
<p>Value of all household assets <b>if each member of the household</b> is receiving basic financial assistance under the <i>Ontario Works Act, 1997</i> or is receiving income support under the <i>Ontario Disability Support Program Act, 1997</i></p>
<p>Value of any portion of a payment received under the Ministry of Community and Social Services Act that will be used for the member's post-secondary education within ten (10) years of its issuance, if the payment was received as the result of successful participation in the following program of activities:</p> <ul style="list-style-type: none"> <li>• completion of a high school diploma</li> <li>• development of employment-related skills</li> <li>• further development of the person's parenting skills</li> <li>• Value of assets obtained or payments received from existing or future compensatory packages from government, such as Indian Residential School Settlements, Extraordinary Assistance Plan, and Japanese Canadian Redress</li> </ul>



Other Excluded Assets
Cash surrender value of life insurance policies – up to a maximum value of \$100,000 for the entire household
Value of funds held in an account of a household member in conjunction with an initiative under which a service manager, or an entity approved by a service manager, commits to contribute funds towards the household member’s savings goals.
Value of assets obtained from payments, or payments received as damages or compensation for: <ul style="list-style-type: none"> <li>• Pain and suffering due to the injury or death of a household member</li> <li>• Expenses reasonably incurred as the result of the injury or death of a household member</li> <li>• Loss of care, guidance, and companionship under the Family Law Act</li> <li>• Non-economic loss under the Workplace Safety and Insurance Act, 1997 or the Workers’ Compensation Act</li> </ul>

**All household members 16 years of age or older must read and sign this form. By signing, I/we confirm that all household members have declared any and all assets, other than exempt assets, which we have. We also confirm that the information given about us in this form is true and complete.**

Household Member(s)			
<b>1</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>2</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>3</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>4</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>5</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>6</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>7</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)
<b>8</b>	<b>Name</b> (First, Last)	<b>Signature</b>	<b>Date</b> (yyyy-mm-dd)

The City of Toronto [Toronto Community Housing Corporation] collect the personal information in this form and the corresponding documents and from third parties under the legal authority of the *Housing Services Act, 2011*, sections 42, 45, 46, 48, 50, 52, 59, 61, 63, 65 and 174. The personal information collected will be used to review your continuing eligibility for rent-geared-to-income assistance or special needs housing, the amount of rent payable by your household and the size and type of unit that your household may occupy.

Questions about this collection can be directed to the Privacy Review Staff, Housing Stability Services, Housing Secretariat, Metro Hall, 55 John Street, 6th Floor, Toronto, Ontario, M5V 3C6, HSS@toronto.ca or by telephone at 416-392-4126.



## Emergency Contact and Special Assistance Information

To ensure your safety during an emergency, Toronto Community Housing (TCHC) needs to collect information about your household and obtain your consent to disclose it to TCHC staff and third parties (police, fire, paramedics, and primary care agencies) who need it to safely evacuate you during an emergency. It may also be used for reporting and life safety compliance tracking purposes. Please read this form, and if you consent to sharing your information for this purpose, complete it and return it to your Tenant Services Coordinator.

<b>Head of Household</b>	
Last name:	First name:
Address:	Unit:
Daytime phone number:	Email:
Evening phone number:	
Language(s) spoken:	# of people in the household:
<b>Emergency Contact Information and/or Next of Kin</b>	
Please provide phone numbers for two people we can contact for emergencies.	
Name:	Daytime phone number:
Relationship to the household: (example: mother, son, friend)	Evening phone number:
Name:	Daytime phone number:
Relationship to the household: (example: mother, son, friend)	Evening phone number:
<b>Agency Contact Information</b>	
If you or a member of your household receive personal support services and would like your service provider to be notified during an emergency, provide their contact information.	
Agency:	Phone:
Contact name:	Email:

**Special Assistance During an Emergency**

Emergency personnel and TCHC staff have a list of tenants who need help during an emergency. If you or a member of your household would like to be added to this list, fill out this section.

Any information you provide will be kept in the building's Fire Safety Plan which is only accessible to TCHC staff and emergency responders for emergency rescue purposes.

Please let us know if you or a member of your household:

- Cannot evacuate the unit on their own; AND/OR
- Would need a wellness check during an emergency (especially as certain service disruptions could last for an extended period of time)

<input type="checkbox"/> YES <input type="checkbox"/> NO	Member(s) of my household would need help to be rescued in case of an emergency.
<input type="checkbox"/> YES <input type="checkbox"/> NO	I would like a wellness check for my household during an extended emergency or service disruption (for example, during a power outage or elevator disruption).

Emergency personnel will help you if you cannot leave your unit or the building on your own. If you or a member of your household has a health or mobility condition that would stop you from leaving your unit, please fill out the next section.

Persons needing help	Age range of person needing help	Help that may be needed (example: needs help using stairs)	Details
<input type="checkbox"/> Tenant one	<input type="checkbox"/> Child/youth 0 to 17 <input type="checkbox"/> Adult 18 to 58 <input type="checkbox"/> Senior 59+		
<input type="checkbox"/> Tenant two	<input type="checkbox"/> Child/youth 0 to 17 <input type="checkbox"/> Adult 18 to 58 <input type="checkbox"/> Senior 59+		
<input type="checkbox"/> Tenant three	<input type="checkbox"/> Child/youth 0 to 17 <input type="checkbox"/> Adult 18 to 58 <input type="checkbox"/> Senior 59+		
<input type="checkbox"/> Tenant four	<input type="checkbox"/> Child/youth 0 to 17 <input type="checkbox"/> Adult 18 to 58 <input type="checkbox"/> Senior 59+		
<input type="checkbox"/> Tenant five	<input type="checkbox"/> Child/youth 0 to 17 <input type="checkbox"/> Adult 18 to 58 <input type="checkbox"/> Senior 59+		

If you need to add or remove someone in your household from this list, contact your Tenant Services Coordinator.

**I understand that I am providing this information voluntarily and that I may withdraw my consent at any time by giving written notice to Toronto Community Housing.**

\_\_\_\_\_  
**Tenant one signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant two signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant three signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant four signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant five signature**

\_\_\_\_\_  
**Date**

**OR**

\_\_\_\_\_  
**Legal guardian signature  
If under 18 years of age**

\_\_\_\_\_  
**Date**

Privacy notice – The personal information requested on this form is collected under the authority of the Housing Services Act 2001, the Residential Tenancies Act 2006 and s. 28(2) of the Municipal Freedom of Information and Protection of Privacy Act. The information is collected, and will be used for the purpose of assisting your household in an emergency. If you have any questions about the collection or use of this information, please contact the Information Specialist, Toronto Community Housing Corporation, 931 Yonge Street, Toronto ON M4W 2H2, 416-981-4231.



**Call 416-981-5500 to request this form in an alternate format or language.**