

Due Date:		Lease Date:	
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Annual Household Review

By law, Peterborough Housing Corporation must review your household information each year. If you live in a Rent Geared to Income (RGI) unit, your rent is based on the information you hand in.

If you have any questions or need help with the attached forms, please contact our office.

All Households Must:

- Complete and sign the Annual Household Review form (attached)

All RGI Households Must:

- Complete and sign the Annual Household Review form (attached)
- Provide an Income Tax Summary or Notice of Assessment for all adults in the household
- Provide your most recent cheque stub for any household members receiving OW or ODSP
- Attach proof of full-time enrollment for any adult in the household that is attending school

Requirement to provide a Notice of Assessment or Income Tax Summary

All household members over the age of 18 are required to provide their most recent Notice of Assessment or Income Tax Summary.

If your Notice of Assessment or Income Tax Summary does not accurately reflect your current income, you must provide verification of your current source of income.

If you are unsure what documents to provide to verify your income, or need help with filing your taxes, please contact our office for assistance.

Income Examples:

Employment

- Full time/part time work
- Casual/seasonal work
- Seasonal/vacation pay
- Yearly/shift bonuses
- Cost of living bonuses
- Self-employment
- Disability/sick pay
- Tips or gratuities
- Overtime pay

Pensions, Allowances, and Other Income

- Ontario Works
- Ontario Disability Support Program
- Old Age Security
- Canada Pension Plan
- Workers Safety Insurance Board Payments (WSIB)
- Guaranteed Annual Income System Payments
- Employment Insurance
- Training allowances
- Private or public pensions
- Immigration Allowances
- Payments from any child welfare agency
- Student Grants and Scholarships (OSAP)

Asset Examples:

- Non-interest-bearing bank or credit union accounts
- Interest-bearing bank/trust/credit union accounts (personal chequing account and or savings)
- Guaranteed Income Certificates (GIC), term deposits, treasury bills, stocks, bonds, debentures and similar savings investments
- Residential property anywhere in the world (house, condominium, cottage, etc.)
- Non-residential property anywhere in the world (vacant land, commercial properties, etc.)
- Mortgages or loans which you lent to someone else
- Life insurance with a cash surrender value
- Non-income-producing equity stake or share in business

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Section 1: Household Information

Please provide your address and current contact information:

Address:			Unit:	
City:			Postal Code:	
Phone:		Email:		
Phone:		Email:		
By checking this box, the tenant(s) agree to receive notices and documents by email, where allowed by the Landlord and Tenant Board's Rules of Procedure				<input type="checkbox"/>

Please list all household members and indicate if this is the primary residence for any children:

Full Name	Date of Birth DD-MM-YYYY	Relationship (Leaseholder, child, etc.)	Primary Residence (Yes or No)

Please indicate if anyone has moved in or out of your unit since your last Annual Household Review:

Full Name	Moved In or Out	Date of Change DD-MM-YYYY	Relationship to leaseholder (spouse, child, dependent, etc.)

Please include information for an Emergency Contact:

Name:		Relationship:	
Email:		Phone:	

If you have an identified Next of Kin or Executor of your Will, please include their information:

Name:		Relationship:	
Email:		Phone:	

Section 2: Insurance Information

Tenant insurance is mandatory for all residents. Please include updated tenant insurance information:

Insurance Company	Policy Number	Expiry Date	Proof Attached
			<input type="checkbox"/> Yes

Section 3: Income Information**Do you pay Market Rent? If yes, skip Section 3** Yes No

To renew your RGI subsidy, all household members over the age of 18 are required to provide their most recent Notice of Assessment or Income Tax Summary.

I have included the most recent Notice of Assessment or Income Tax Summary for all household members over the age of 18 (mandatory)

 Yes

If your most recent Notice of Assessment does not accurately reflect your current income, OR if a household member over 18 is attending school full time, please complete the following:

Full Name	Gross Income per Month (before deductions)	Source of Income AND/OR School Name	Proof Attached
			<input type="checkbox"/> Yes

If any household members are receiving Ontario Works (OW) or Ontario Disability Support Program (ODSP), please complete the following:

Full Name	Program (OW or ODSP)	Proof Attached (Cheque Stub or Statement of Assistance)
		<input type="checkbox"/> Yes

Please indicate if any household members are making or receiving child or spousal support:

Are any support payments made or received? (Spousal, child)	Amount	Frequency	Proof Attached
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes

Section 4: Asset Declaration**Do you pay Market Rent? If yes, skip Section 4** Yes No

The City of Peterborough has established a \$75,000.00 asset limit for Rent Geared to Income (RGI) housing. If the total of non-exempt assets held by all household members is above \$75,000.00, the household will no longer be eligible for an RGI subsidy.

RGI households are required to provide verification confirming the value of any new non-exempt assets obtained since their last Asset Declaration. Please see page one for examples of non-exempt assets.

The following declaration is mandatory to renew your RGI subsidy:

Asset Declaration	
By checking the following box, I/we declare no changes to the non-exempt assets held by all household members since the last Asset Declaration completed by the household.	<input type="checkbox"/>
By checking the following box, I/we understand that I/we must provide verification confirming the value of any new non-exempt assets obtained since the last Asset Declaration	<input type="checkbox"/>
By checking the following box, I/we declare that the total of all non-exempt assets held by household members do not exceed \$75,000.00.	<input type="checkbox"/>
By checking the following box, I/we understand that if non-exempt assets exceed the \$75,000.00 asset limit set by the City of Peterborough, I/we will cease to be eligible for Rent Geared to Income assistance.	<input type="checkbox"/>

Peterborough Housing Corporation may request additional banking and/or asset information if a significant change of income has occurred in the household.

Section 5: Release and Consent

Personal information contained on this form or in attachments is collected by or for the Peterborough Housing Corporation pursuant to the *Housing Services Act, 2011* and will be used to determine the suitability and eligibility for housing applied for, continuation of housing, and the appropriate rent scale and rent geared-to-income charge.

Personal information may be disclosed to local housing corporations, non-profit housing corporations, the City of Peterborough and other municipal/provincial and federal departments and agencies who assist in the provision of affordable housing and to social agencies providing social assistance to the tenant under the Act, the *Ontario Disability Support Program Act, 1997*, the *Ontario Works Act, 1997* or the *Child Care and Early Years Act, 2014*, or as authorized by an agreement under section 163 or 164 of the Act. The tenant consents to the verification, disclosure and transfer of information given on this form and attachments by or to any of the above entities and will provide any required supporting material upon request. Questions about the collection, use, and disclosure of this information should be directed to: Resident Services Manager, Peterborough Housing Corporation, at 705-742-0439.

The information obtained will be used to calculate your geared-to-income rent and establish your continued eligibility for assisted rental housing.

By signing below, I am consenting that I understand that any personal information, as defined by the *Municipal Freedom of Information and Protection of Privacy Act*, may be exchanged between the Peterborough Housing Corporation and the City of Peterborough, the *Ontario Works Act, 1997*, the *Ontario Disability Support Program Act, 1997*, the *Child Care and Early Years Act, 2014*, or as authorized by an agreement under section 163 or 164 of the *Housing Services Act, 2011*. Personal information may be exchanged for the purpose of determining the suitability and eligibility for housing applied for, continuation of housing and the appropriate rent scale and rent geared-to-income charge

By signing below, I declare that the following is true:

1. The information given in the form as to the occupants of the unit, the gross household income, and assets held by household members is accurate and complete.
2. I understand that Peterborough Housing Corporation will use my personal information that I give them to determine my ongoing eligibility for Rent Geared to Income assistance; the size and type of unit I may be eligible to receive; and the amount of geared to income rent payable by me.
3. I understand that if non-exempt assets exceed the \$75,000.00 asset limit set by the City of Peterborough, I will cease to be eligible for Rent Geared to Income assistance.
4. I declare that all information given in this form is correct and complete.
5. The form and any supporting documents become the property of Peterborough Housing Corporation.
6. I agree to provide any supporting material as may be required.
7. I understand I must report any changes within 30 days of those changes occurring.

All household members 18 years of age or older must sign below:

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date