REGIONAL RENT ASSISTANCE PROGRAM
Important Rules for Your Rent Benefit

This document has important information about your Rent Benefit. It is important you **read** and **understand** this information when completing your Rent Benefit Request Form. If you have questions, please discuss them with your Housing Provider.

These rules determine if you are eligible for a Rent Benefit under York Region's Rent Assistance Program. If you do not follow these rules, you may lose your Rent Benefit. If you lose your Rent Benefit, you will pay market rent for your unit.

FILING INCOME TAXES AND REPORTING INCOME

Every member of the household 18 years of age or older must file their Income Tax Return by April 30 each year. If you do not file your Income Tax Return you could lose your Rent Benefit and you will be responsible for paying full Market Rent for your unit.

Your Housing Provider will review your eligibility each year and calculate your Rent Benefit using your income from the previous year, as declared on your Canada Revenue Agency Proof of Income Statement or Notice of Assessment. As part of the annual review you must complete the Rent Benefit Request Form and provide supporting documents, including copies of the Proof of Income Statement and/or Notice of Assessment for everyone in your household age 18 or older and current MyBenefits payment information (if applicable) or Statement of Assistance from Ontario Works or Ontario Disability Support Program.

CALCULATING YOUR RENT BENEFIT

Unless you receive benefits from Ontario Works or Ontario Disability Support Program, your Rent Benefit is calculated based on income you and everyone in your household over the age of 18 earned in the previous year, shown on line 23600 of your Notice of Assessment.

STUDENT INCOME

Full-time student income is excluded from your rent calculation. A full-time student is someone attending a recognized educational institution taking at least 60% of a full course load, or 40% of a full course load if the student has a disability. Full-time students over the age of 18 must provide proof of full-time enrollment:

- A copy of Ontario Student Assistance Program (OSAP) assessment sheet; or
- A letter from the school registrar confirming full-time enrollment

REPORTING CHANGES IN HOUSEHOLD COMPOSITION

If someone moves out of your unit, you must tell your Housing Provider within **30 days**. If you want someone to move into your unit you must receive your Housing Provider's approval before that person moves in. Depending on the situation, your Housing Provider may re-calculate your Rent Benefit. Examples of changes that must be reported to your Housing Provider include:

- Someone moves out of your unit
- You want someone to move into your unit
- You have a baby
- The citizenship status of anyone in your household changes
- The taxes of a member of the household were reassessed by the Canada Revenue Agency
- A household member begins to receive benefits from Ontario Works (OW) or Ontario Disability Support Program (ODSP)
- Decrease in total household income of 20% or more

REPORTING CHANGES TO ASSETS

York Region has asset limits to be eligible for a Rent Benefit, as follows:

- $75,000 if you started receiving a subsidy on or after October 1, 2018
- $150,000 if you started receiving a subsidy before October 1, 2018

If all members of your household are part of an OW or ODSP benefit unit, the asset limit does not apply to you, as OW and ODSP have their own asset limits and reporting requirements. You are not required to report assets or provide verification documents.

All other households are required to report and provide verification documents for all assets at move-in.

At annual review, you must report all assets and provide verification documents for any new assets, or assets where the value has changed. While some assets do not count toward the asset limit, such as RRSPs, RESPs, and RDSPs, you are required to report all assets.

BEING AWAY FROM YOUR UNIT

If you and all the people in your unit leave for 90 days in a row, you may lose your Rent Benefit. If you think you need to be away for more than 90 days, talk to your Housing Provider about options before you leave.

OWNING RESIDENTIAL PROPERTY

You cannot own a residential property (on your own or as a partial owner) while receiving a Rent Benefit. Some examples of residential property are:

- A home
- A condo or home you rent out
- A winterized cottage

If you own residential property, you must sell your property within 6 months after you start receiving a Rent Benefit. If extenuating circumstances have prevented you from selling your property, you may ask your Housing Provider for an extension.

HAVING MORE BEDROOMS THAN YOU NEED

The Region has rules that say how many bedrooms you are eligible for based on the number of people that live in your unit. If you have more bedrooms than you need, you are overhoused. If you are overhoused, you have to transfer to a smaller unit within your housing community.

Your Housing Provider will send you a Notice of Decision letting you know you are overhoused. You will be added to their internal transfer list for the right sized unit. Your Housing Provider will offer you the right sized unit when one is vacant. If you refuse to move to the right sized unit, you will lose your Rent Benefit and will be required to pay Market Rent for your unit.

REQUESTING A DECISION REVIEW

Your Housing Provider makes decisions that affect your Rent Benefit. These decisions include:

- If you are eligible for a Rent Benefit
- The amount of your Rent Benefit
- What unit size you are eligible to live in

If you disagree with your Housing Provider's decision you can ask the Region to review the decision. You can ask for a review by submitting a Request for Review Form - Members/Tenants to your Housing Provider within 15 days of the date on your Notice of Decision letter. Your request must explain why you think the decision should be changed. Make sure you attach any documents or other information that supports your request.

FOR MORE INFORMATION

If you would like more information please look at the Region's website at york.ca/housing or contact your Housing Provider.

INSTRUCTIONS

This form is used to determine your eligibility for a Rent Benefit. You must complete this form:

- ✓ When offered a Rent Benefit by a Housing Provider
- ✓ Once a year at the time of your Rent Benefit renewal
- ✓ At any time there are changes to the number of people living with you

Step 1: Complete this form in full. Do not skip any sections.

Step 2: Ensure that all household members provide copies of their birth certificate, permanent residency documents or refugee claim documents if not already on file

Step 3: Ensure that all household members **who are 18 years of age or older:**

- ✓ Provide copies of their most recent Proof of Income Statement and/or Notice of Assessment
- ✓ Provide current MyBenefits payment information or Statement of Assistance from OW or ODSP, including a breakdown of payments received (including basic needs and shelter amounts) and listing all household members who are part of the benefit unit, if you receive benefits from either program
- ✓ Provide copies of all required asset verification documents
- ✓ Sign this form

Housing provider name

SECTION 1 – HOUSEHOLD INFORMATION

Name of primary household member (first name, last name)

Number of bedrooms in your unit ○ Bachelor ○ One ○ Two ○ Three ○ Four

Street number Street name

Apartment number City/Town Postal code

Primary Phone number Email

WHO LIVES IN THE UNIT List all persons living in the unit (including yourself)

Name of household member (first name, last name)	**Relationship to you**	**Sex** (M/F)	**Date of birth** (mm/dd/yy)
	Self		

CHANGES IN HOUSEHOLD

Has anyone moved in or moved out of your unit in the last year? ○ Yes ○ No

If yes, did the person ○ Move in ○ Move out

Name of person (first name, last name)

Date person moved (mm/dd/yyyy)

☐ I have provided a copy of the birth certificate, permanent residency documents or refugee claim forms for everyone who lives with me, if not already on file with my Housing Provider.

ALTERNATE CONTACT INFORMATION

Please provide an alternate contact we can talk to about your Rent Benefit:

Who is your alternate contact?

Your relationship to this person

Contact's phone number Email

SECTION 2 – INCOME INFORMATION

- You are required to list the total income for everyone age 18 and older as reported on Line 23600 of the Notice of Assessment.
- You must attach a copy of the Proof of Income Statement and/or Notice of Assessment for every adult who lives in the apartment.

Name of household member (first name, last name)	**School Attended, if applicable**	**Ontario Works** (Y/N)	**Ontario Disability Support Program** (Y/N)	**Income Reported on Line 23600 of Notice of Assessment**	**Verification document attached**
John Smith	N/A	Y	N	$28,000	☐
Mary Smith	N/A	N	Y	$14,000	☐
JeffSmith	University of Toronto	Y	N	$6,000	☐
					☐
					☐
					☐
					☐

If you have listed ODSP or OW as a source of income in the table above, please fill out the section below and attach current MyBenefits payment information or Statement of Assistance.

Number of household members covered: Under OW ☐ Under ODSP ☐

Name of household members covered under OW/ODSP benefits:

If you have a custody arrangement, have there been changes to this arrangement since your last Rent Benefit review? ○ Yes ○ No

If Yes, please provide a copy of your most current custody arrangement.

SECTION 3 – ASSET INFORMATION

You are required to list all assets owned by you and all people over the age of 16 who live with you. You must also include any assets you own with someone else. Assets include any savings, investments or property that you own, in or outside of Canada.

You must declare a value of each asset and attach a verification document.
Please read **Appendix A – Asset Information** when completing the following table.

Name of household member (first name, last name)	**Asset/Investment type** (See Appendix A for more examples.)	**Name of Financial Institution/Bank**	**Value ($)**	**Verification document attached**
			$	☐
			$	☐
			$	☐
			$	☐

☐ I have attached income and asset verification documents for everyone 18 years of age and older

Are there any assets that you or a member of your household owned that you have gotten rid of in the last three years? ○ Yes ○ No

If yes, what assets do you no longer own, what is their value and why do you no longer own them?

SECTION 4 – NOTICE WITH RESPECT TO THE COLLECTION OF PERSONAL INFORMATION

Personal information contained on this form is collected by The Regional Municipality of York under the legal authority of the Municipal Act, 2001, for the purposes of determining eligibility for the Regional Rent Assistance Program and evaluating program participation, administration and performance outcomes. Personal information will be retained, used, disclosed and disposed of in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, and all applicable federal and provincial legislation and regulations governing the collection, retention, use, disclosure and disposal of information.

For more information about the collection of personal information, contact:

The Regional Municipality of York
17150 Yonge Street, 5th Floor
Newmarket, Ontario L3Y 8V3
1-877-464-9675, ext. 72062
Manager, Housing Programs

SECTION 5 – DECLARATION

Please read the following carefully before signing:

A. I have been provided a copy of and understand the rules of the Regional Rent Assistance Program.

B. I acknowledge that the terms and conditions of the Program may change from time to time and I agree to comply with the amended terms of the Program upon receiving them in writing.

C. I know that the information I have provided on this form will be used by York Region to determine if I am eligible to receive a Rent Benefit.

D. I confirm that all of the information on this form is true and that I/we have not left any important information out.

E. I understand, and agree, that if York Region determines that the information on this form is not true York Region can stop my Rent Benefit and can make me pay York Region back.

F. The Region will from time to time, audit files to check the accuracy of the information included in this form

Signatures of household members 16 years of age or over:

Household member (last, first name)	Signature	Date (mm/dd/yyyy)

APPENDIX A – ASSET INFORMATION

Some of the assets listed below are not counted toward the asset limit, but you must declare all assets.

Asset Examples	Examples of Documents/Proof Required
Bank accounts **Examples:** • Savings accounts and chequing accounts • Tax-Free Savings Accounts (cash) • Overseas or foreign accounts	• Current bank statement showing the account balance for all accounts • Current passbook entry showing the account balance for all accounts
Investments **Examples:** • Stocks and bonds • Term Deposits • Guaranteed Investment Certificates • Mutual funds • Includes overseas or foreign investments • Tax-Free Savings Accounts (investments)	• Current statement from bank/financial institution showing the amount of the investment • Copy of a stock certificate
Real estate equity (The value of the property as determined by the current MPAC assessment, minus the amount of any mortgage(s) owing and any balance owed on loans/lines of credit secured against the property) • Includes residential and non-residential properties • Includes property in Canada and in other countries	• Current MPAC assessment or appraisal • Current mortgage statement • Home Equity Line of Credit (HELOC) statement
Registered accounts/investments • Registered Disability Savings Plan (RDSP) • Registered Retirement Savings Plan (RRSP) • Registered Retirement Income Fund (RRIF) • Locked-in Retirement Account (LIRA) • Locked-in Income Fund (LIF) • Registered Education Savings Plan (RESP)	• Current bank statement showing value of the account, ownership and beneficiary
Life insurance	Insurance policy that states the cash surrender value
Prepaid funeral	Contract with insurance company or service provider
Business assets • Business bank accounts • Business property • Business vehicle	• Documentation depends on type of asset
Trust funds **Examples:** • Personal Trusts • Family Trusts • Spousal Trusts	• Will • Insurance documents • Trust fund documents • Trust account bank statement showing the amount and beneficiary

This document is available with communications supports upon request.