

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 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 Income Tax Return and Notice of Assessment for everyone in your household age 18 or older and/or current MyBenefits payment information 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 15000 of your Notice of Assessment. Line 15000 may include payments you received that were not from employment or other regular income sources. These payments are considered income for the purposes of your Rent Benefit calculation for the year after you received them, and will impact the amount of rent you pay.

### 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

### REPORTING CHANGES TO ASSETS

York Region has an asset limit to be eligible for a Rent Benefit. You must declare your assets and provide verification during your annual Rent Benefit review. Some assets do not count toward the limit, including RRSPs, RESPs and RDSPs. See Appendix A for more information.

#### **If you started receiving a Rent Benefit after October 1, 2018:**

You are not eligible for a Rent Benefit if the total value of your household's assets is more than \$75,000. If your total assets increase above \$75,000 you are required to tell your Housing Provider during your next annual Rent Benefit review, and you will start to pay the market rent for your unit.

### **If you started receiving a Rent Benefit before October 1, 2018:**

You are not eligible for a Rent Benefit if the total value of your household's assets is more than \$150,000. If your total assets increase above \$150,000 you are required to tell your Housing Provider during your next annual Rent Benefit review, and you will start to pay market rent for your unit.

### **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 you should 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 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](http://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 Income Tax Return and 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 address

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 15000 of the Notice of Assessment.
- You must attach a copy of the Notice of Assessment and T1 – Summary or T1 – General for every adult who lives in the apartment.
- If an Adult Child (age 19 to 24) is a full-time student, their income is excluded from the Rent Benefit calculation. Please enter the name of the school attended and provide verification of full-time enrollment.

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 15000 of Notice of Assessment	Verification document attached
John Smith	N/A	Y	N	\$28,000	
Mary Smith	N/A	N	Y	\$14,000	
Jeff Smith	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 18 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
<b>Bank accounts</b> <b>Examples:</b> <ul style="list-style-type: none"> <li>• Savings accounts and chequing accounts</li> <li>• Tax-Free Savings Accounts (cash)</li> <li>• Overseas or foreign accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Current bank statement showing the account balance for all accounts</li> <li>• Current passbook entry showing the account balance for all accounts</li> </ul>
<b>Investments</b> <b>Examples:</b> <ul style="list-style-type: none"> <li>• Stocks and bonds</li> <li>• Term Deposits</li> <li>• Guaranteed Investment Certificates</li> <li>• Mutual funds</li> <li>• Includes overseas or foreign investments</li> <li>• Tax-Free Savings Accounts (investments)</li> </ul>	<ul style="list-style-type: none"> <li>• Current statement from bank/financial institution showing the amount of the investment</li> <li>• Copy of a stock certificate</li> </ul>
<b>Real estate equity</b> (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) <ul style="list-style-type: none"> <li>• Includes residential and non-residential properties</li> <li>• Includes property in Canada and in other countries</li> </ul>	<ul style="list-style-type: none"> <li>• Current MPAC assessment or appraisal</li> <li>• Current mortgage statement</li> <li>• Home Equity Line of Credit (HELOC) statement</li> </ul>
<b>Registered accounts/investments</b> <ul style="list-style-type: none"> <li>• Registered Disability Savings Plan (RDSP)</li> <li>• Registered Retirement Savings Plan (RRSP)</li> <li>• Registered Retirement Income Fund (RRIF)</li> <li>• Locked-in Retirement Account (LIRA)</li> <li>• Locked-in Income Fund (LIF)</li> <li>• Registered Education Savings Plan (RESP)</li> </ul>	<ul style="list-style-type: none"> <li>• Current bank statement showing value of the account, ownership and beneficiary</li> </ul>
<b>Life insurance</b>	Insurance policy that states the cash surrender value
<b>Prepaid funeral</b>	Contract with insurance company or service provider
<b>Business assets</b> <ul style="list-style-type: none"> <li>• Business bank accounts</li> <li>• Business property</li> <li>• Business vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation depends on type of asset</li> </ul>
<b>Trust funds</b> <b>Examples:</b> <ul style="list-style-type: none"> <li>• Personal Trusts</li> <li>• Family Trusts</li> <li>• Spousal Trusts</li> </ul>	<ul style="list-style-type: none"> <li>• Will</li> <li>• Insurance documents</li> <li>• Trust fund documents</li> <li>• Trust account bank statement showing the amount and beneficiary</li> </ul>

This document is available with communications supports upon request.