

Bruce County Housing Corporation Household Record

Date Received – Office Use Only

The information on this form is collected as part of the assessment for eligibility to receive the Rent-Geared-to-Income (RGI) assistance. All household members 16 years of age and older must read and sign this form every year as part of the RGI Review.

Address: _____

	Tenant #1	Tenant #2
Name		
Birth Date (D/M/Y)		
Phone #		
Email		
I/we consent to receiving communication from BCHC by Email: <input type="checkbox"/> Yes <input type="checkbox"/> No		

List all (Children/Dependents) living in the premise:

Name	Relationship to Tenant	Birth Date (D/M/Y)	Full Time Student?

Note - if a child is 16 years old + and is not in school fulltime, their most recent NOA must be submitted.

Person(s) to Contact in case of Emergency
(outside of your home)

	Contact # 1	Contact # 2
Name		
Relationship		
Phone # 1		
Email		

Tenant Insurance - If you moved in after March 4, 2021, you **must** attach a copy of your Certificate of Insurance as required by the condition of your lease.

Name of Insurance Company	
Certificate of Insurance Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Household Composition – If a member(s) of your household **moves in or out** of your present unit, you are responsible to report in writing the change in household composition within **30 days** from the date that the member (s) of the household moved.

Has there been a change in the household composition?

YES

NO

Did the person(s) move in or out? Circle which applies.

MOVE-IN

MOVE-OUT

Name of Person	Relationship to Tenant	Effective Date

Consent and Declaration

All Household members who are age 16+ must read, agree and sign the consent

By signing this statement, I confirm the following:

- The Bruce County Housing Corporation and the County of Bruce must collect and retain my personal information to verify eligibility for RGI.
- This information will be used to determine: 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 for the County of Bruce and Bruce County Housing Corporation to make inquiries for investigation purposes regarding information provided in this 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.
- The information on this form, and any attachments, may be shared as necessary with Ministry of Municipal Affairs and Housing, the Housing Service Corporation, other municipal Service Managers or District Social Services Administration Boards or lead agencies as defined under the Act, if it is required to determine eligibility for assistance under the Ontario Works Act 1997, the Ontario Disability Support Program Act, 1997 or the Day Nurseries Act. I permit any person, corporation, or social agency to release any required information.
- I understand that any inquiries with respect to my personal information may take the form of electronic data exchanges.
- I understand that any information on this form or in any attached documents will only be shared in accordance with the HSA, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and associated regulations.
- I understand this Annual Review Household Record replaces any previous records signed by me or past tenants living with me.
- I certify the information given on this form is accurate and complete.

I have read, understood and accept the above.

Household Member Name (all members age 16+)	Signature	Date (mm/dd/yyyy)

BRUCE COUNTY HOUSING CORPORATION

VERIFICATION OF ASSETS FORM

It is the responsibility of the Tenant to have this form completed by their bank, trust company or credit union and to ensure that it is returned to Bruce County Housing Corporation, P.O. Box 1450, 529 Gary St., Kincardine, ON N2Z 2Z4. If more than one form is required, please contact the office or make an additional copy.

This form is for verification of income producing assets and for income, which is directly deposited into a bank account (i.e. Canada Pension, Old Age Security, Retirement Pension, etc.).

I, _____ (and) _____

residing at _____

authorize the release of the below information to Bruce County Housing Corporation as required under the terms of my lease.

TENANT'S SIGNATURE

DATE

TENANT'S SIGNATURE

DATE

TO WHOM IT MAY CONCERN:

The rent charged to tenants is based on their gross income. Please provide all available information as requested for the tenant(s) named above. All information will be treated as confidential.

SAVINGS/CHEQUING ACCOUNTS

Account #	Current Balance	Interest Rate	Interest Earned in past 12 months.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DIRECT DEPOSITS MADE TO ACCOUNTS

Source	Amount	Monthly/Weekly
_____	_____	_____
_____	_____	_____
_____	_____	_____

TERM DEPOSITS/ INVESTMENT CERTIFICATES OR ANY OTHER INVESTMENT PLANS

Value	Current Interest Rate	Interest Earned in past 12 months	Maturity Date	Type of Investment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REGISTERED RETIREMENT SAVINGS PLANS

Registration Number	Value	Interest Rate	Maturity Date	Type of RRSP
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FINANCIAL INSTITUTION SEAL OR STAMP

Name: _____

Address: _____

Signature of Official: _____



Persons Requiring Assistance Form

Important information for Tenants

During an emergency event and where there is a requirement to evacuate a floor or building, it is critical to identify Persons Requiring Assistance (PRA). A PRA is any individual who may require special assistance due to a limitation which impedes their ability to descend stairs or be part of an evacuation process. Special assistance may be temporary or permanent.

Bruce County Housing Corporation maintains a list of Persons Requiring Assistance in the event of a building evacuation. Each building list is updated every 12 months or when needed, and the list must bear a date within the last 12 months and be provided in the building's fire safety plan.

All information is confidential and will enable responders to provide assistance in the event of an emergency or evacuation.

Pre-Emergency Preparation for Persons Requiring Assistance

- 1) Be familiar with the building layout, emergency exits, and procedures for your building.
- 2) Speak with a Maintenance Coordinator about your potential assistance needs in the event of evacuation.
- 3) Consider having a friend/evacuation buddy - predetermined - to assist you in the event of an emergency.
- 4) Should you have communication difficulties, consider having a small card containing any emergency information and or special instructions.

To ensure your safety during an emergency event in your building, we ask tenants to self-identify if assistance is required to evacuate safely, noting that in the event of a building evacuation, elevators would not be operational. Should you require assistance please follow the steps below:

- 1) Complete the Persons Requiring Assistance (PRA) questionnaire on page 2.
- 2) Provide the document to the Maintenance Coordinator.
- 3) The maintenance department will log the information and include in the department/building safety plan
- 4) A copy of your PRA will be placed in the building's Fire Box.
- 5) The Maintenance Coordinator will update the Community Safety Department if there is any change in your work or mobility status.

Form

Persons Requiring Assistance Form

PLEASE COMPLETE SHOULD YOU WISH TO SELF-IDENTIFY AS A TENANT REQUIRING ASSISTANCE FOR EVACUATION

Name:	<input type="text"/>
Building Address:	<input type="text"/>
Unit Number:	<input type="text"/>
Regular Daily Work Hours: (if applicable)	<input type="text"/>
Email:	<input type="text"/>
Telephone #:	<input type="text"/>

Please provide details regarding assistance that you would require in the event of an evacuation:

I consent to my name, contact information and details regarding evacuation assistance needs being provided to Bruce County Housing Corporation for inclusion in the safety plan and fire box for my building. I understand that this information will be provided to first responders in the event of an emergency and/or evacuation.

Name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>



**BRUCE COUNTY HOUSING CORPORATION
TENANT INSURANCE DECLARATION**

I/we acknowledge that all BCHC tenants are required to maintain tenant content and liability coverage (minimum liability of \$1,000,000.00). If I/we do not maintain the required insurance and cause loss or damage to another person or property, I/we acknowledge the following:

1. I/we will be in breach of my/our contractual obligations and my/our lease with the Landlord may be terminated.
2. I/we may be required to pay a portion of the Landlord's insurance deductible costs.
3. I/we may not receive any reimbursement for replacement of my/our damaged property
4. I/we may not be covered for ALE (Additional Living Expenses) if I/we are required to find alternate accommodations while unit/building is being repaired due to damage.

These requirements are acknowledged and agreed to by:

Tenant's Name (printed)

Tenant's Signature

Tenant's Name (printed)

Tenant's Signature

Witness

Date

Proof of income statement - My Account

Canada Revenue Agency

Government
of CanadaGouvernement
du Canada

Canada

2023 Assessment

July 1, 2022

TENANT NAME
123 MAIN ST
WALKERTON, ON

Tax year: 2023

Taxing province: ON

Filing date: 26 MAR 2022

Date of assessment: 04 APR 2023

Social Insurance number: 555 000 222

Province of residence: ON Date of birth:

16 JAN 1993 Marital status: SINGLE

Total income

Line	Description	Amount
10100	Employment Income (box 14 on all T4 slips)	\$17,568
12100	Interest and other investment income	\$12
12500	Registered disability savings plan income	\$610
14500	Social assistance payments	\$2,600
14700	Other	\$2,600
15000	Total Income	\$15,790

Net Income

Line	Description	Amount
20600	Pension adjustment (box 52 on all T4 slips and box 34 all T4A slips)	\$2,882
20700	Registered pension plan deduction (box 20 T4 slips & box 32 T4A slips)	\$1,009
21400	Child care expenses	\$2,210
21200	Annual union, professional, or like dues (box 44 T4 slips and receipts)	\$310
23300	Total deductions	\$3,529
23600	Net income	\$12,261

Taxable Income

Line	Description	Amount
25000	Other payments deduction	\$2,600



For more information,
please contact
Bruce County
Housing at
1-800-265-3022

Obtaining tax information for your Rent Subsidy Review

To remain eligible for your rent subsidy, you, and everyone else living with you 16 and older who are not full-time students and working must give a copy **Proof of Income Statement** from CRA at your annual rent subsidy review.

A Proof of Income Statement is a simple version of your tax assessment that summarizes your income and deductions for the tax year.

You need to file your taxes every year to be eligible for RGI.

If you receive OW or ODSP plus other income, we **require** the **Proof of Income Statement**.

This request is a requirement of your Annual Rent Review to remain eligible of Rent Geared Income.

How do I get a copy of my Proof of Income Statement?

You can get a Proof of **Income Statement** from the Canada Revenue Agency (CRA) online or by mail.

By Mail

You can order a copy of the **Proof of Income Statement** to be mailed to you by calling the automated Canada Revenue Agency (CRA) line at 1-800-267-6999 (press 1).

You will need to verify your identity when you call. You will need:

- Your full name and date of birth
- Your social insurance number (SIN)
- Your complete address, including postal code
- Line 150 from your most recent tax assessment

It can take up to 10 days to receive the **Proof of Income Statement** by mail.

Online

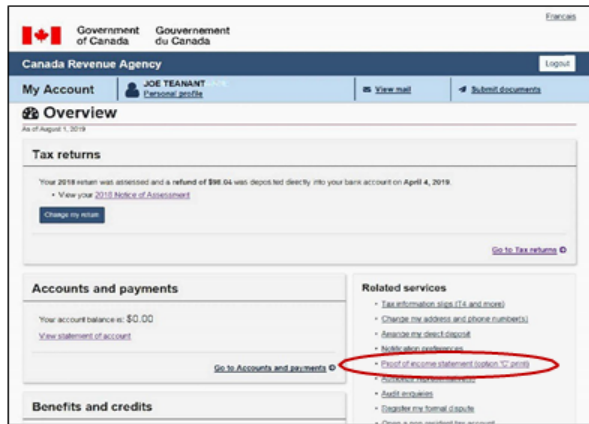
The CRA My Account is a secure portal that lets you view your personal income tax and benefit information and manage your tax affairs online.

If you are not already registered for My Account, you can sign up on the CRA website.

There is a helpful video on the CRA site to walk you through how to register for My Account. There are two options to register: Option 1 – Using a Sign in Partner, like a bank; and Option 2 – a direct CRA Login.

If you are registered for My Account, you can easily print a Proof of Income Statement.

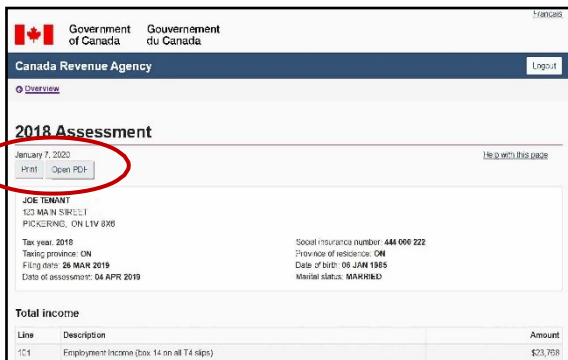
1. Sign into your [CRA My Account](#) online.



2. Under Related services, click on Proof of income statement (option 'C' print).
3. Select the Tax Year that you want to see from the drop-down list.



4. Click the Next button. Your Proof of Income Statement will open.



5. Click the Print button to print a copy of the Proof of Income Statement.
6. Click the Open PDF button to scan or save the document and then email as a PDF attachment.

Your **Annual Rent Review for Rent Geared Income** cannot be processed or completed **unless all required information is received**.