

MUNICIPALITY OF CHATHAM-KENT	
SOCIAL HOUSING POLICIES & PROCEDURES	
Subject: RGI Application – Income & Asset Verification	POLICY NO. SH-0202
Scope: All Social Housing Participants	
	Legal/Cross Reference: O.Reg 298/01, ss 5(3), 5(4) and 5(7); <50> Part V Provider Agrmt, Part II
Issued Date: May 29, 2002 Effective Date: July 1, 2002 Last Revised: <February 14, 2009>	Approval: _____ Director, Social Housing

I. PURPOSE:

To clearly establish what is required of applicants for rent-geared-to-income (RGI) assistance in terms of verifying gross household income and assets.

II. RESPONSIBILITY:

A Service Manager:

1. Completed and signed *Declaration, Release and Consent of Information* form, included with the Application is required for each RGI assistance application.
2. All income sources and amounts require verification. Applicants must include copies of written verification of income sources and income in accordance with the requirements set out in this policy.
3. All asset values require verification. Applicants must include copies of written verification of assets and asset values as set out in this policy.
4. Written Appraisal, by a qualified appraiser of the asset being valued (appraiser qualifications to the satisfaction of the Municipality of Chatham-Kent), is required for the following types of assets: real estate (whether income producing, including farm property, or non-income producing), non-income producing business assets, and any collection of, or investments in, other valuable non-income producing assets.

B Housing Provider:

Inform or advise RGI assistance applicants of the Service Manager’s income and asset verification requirements by providing applicants with the most up to date application form, and clarifying said requirements with the applicant if questioned.

III. PROCEDURE:

A Service Manager:

1. *Income* means all income, benefits and gains, of every kind and from every source, but not limited to the following:
 - i. gross salaries, wages, overtime payments, commissions, bonuses, tips, gratuities;
 - ii. grants, scholarships or bursary payments;
 - iii. the greater of the net income from the business or the total withdrawals from the business or personal salary or other benefits of any member of the family or of the applicant who is self-employed in a business;
 - iv. the gross amount of employment insurance benefits;
 - v. the gross amount of worker's insurance benefit payments or other industrial accident insurance payments or payments made because of illness or disability;
 - vi. the gross amount of any old age security, federal guaranteed income supplement and spouse's allowance and the Ontario Guaranteed Annual Income Supplement (GAINS);
 - vii. the gross amount of every kind of pension allowance, benefit and annuity whether from a federal, provincial or municipal government of Canada or any level of government of any other country or state from any other source;
 - viii. the gross amount of alimony, separation, maintenance or support payments made to the applicant;
 - ix. the gross amount of gains from investments including interest on dividends, stocks, shares and other securities and where the actual income cannot be determined, an imputed rate of return set by the landlord from time to time;
 - x. the gross interest income from savings or chequing accounts in a bank, trust company or a credit union;
 - xi. the gross amount of interest earned or payable from bonds, debentures, term deposits or investments, certificates, mortgages, capital gains or lump sum payments or other assets;
 - xii. an imputed income amount equal to the total appraised value of all assets which do not produce interest income multiplied by a rate of return set by the landlord from time to time.

2. "*Gross Family Income*" means the aggregate income of the applicant and every person 16 years of age or older expected to reside in the accommodation applied for.

3. Examples of possible sources of *income* include, but are not limited to:
 - i. Employment
 - Casual
 - Commissions
 - Cost of Living Bonuses
 - Disability Pay
 - Full-time
 - Irregular
 - Long Term Income Protection Payments
 - Odd Jobs
 - Part-time
 - Seasonal
 - Separation/Vacation Pay
 - Shift Bonuses
 - Sickness Pay
 - Tips and Gratuities
 - Yearly or Seasonal Bonuses
 - Overtime Earnings

ii. Self Employment

- Babysitting
- Business
- Child Care
- Music Teaching
- Taxi
- Tutoring

ii. Pensions and Allowances:

- Canada Pension Plan (CPP)
- Civilian War Pension
- Company Pension
- Disability pension
- Guaranteed Annual Income Supplement (GAINS)
- Guaranteed Income Supplement (GIS)
- Military or Militia or Civil Defence Allowances
- Old Age Security (OAS)
- Ontario Disability Support Program (ODSP)
- Private Pension
- Public Service Pension
- Quebec Pension Plan
- Retraining Allowances
- Social Security (other countries)
- Training Allowances
- War Veteran's Allowance (DVA)
- War Veteran's Allowance (other Countries)
- Widow's Pension

iv. Other

- Alimony Payments
- Employment insurance Commission payments
- Insurance Payments
- One-time lump-sum payments (inheritances, court and out of court settlements)
- Ontario Works (OW)
- Payments from Children's Aid Society or Catholic Children's Aid
- Payments from Official Guardian or Public Trustee
- Payments under compensation for Victims of Crime Act
- Provincial or Municipal Payments
- Separation Payments
- Student Grants
- Support from relatives or other sources
- Support Payments (for spouse or child)
- Worker's Compensation Payments

4. Examples of possible *assets* include, but are not limited to the following:

i. Income Producing Assets

- Farm property which produces income
- Real estate (residential, commercial, farmland, cottage, mobile home) which produces rental income
- Savings accounts at bank, trust company, credit union, annuities; Guaranteed Investment / Certificates; stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits
- Licence which produces income (e.g. taxi licence)
- Business interest which produces income

ii. Non-income Producing Assets

- Life Insurance (with a cash surrender value)
- Registered Retirement Savings Plan
- Registered Education Savings Plan
- **Registered Disability Savings Plan**
- Real Estate (house, condominium, summer cottage, farmland, commercial or vacant land) which does not produce income
- Collection of, or investments in, other valuable non-income producing assets
- Business asset which does not produce income

5. Income Verification – Documentation Requirements:

INCOME SOURCE	DOCUMENTATION REQUIREMENTS
<p>i. <u>EMPLOYMENT INCOME</u></p> <p>REGULAR EMPLOYMENT INCOME</p> <p><i>*Full time students living at home are not required to provide the Employer Verification form. Verification of “full time” student status is required.</i></p>	<p>Completed *form from employer indicating:</p> <ul style="list-style-type: none"> • Company name, address, phone # • Employee’s name • Pay period/frequency • Gross pay amount and rate of pay • Date employment commenced <p>OR</p> <p>Consecutive pay stubs for a minimum of a two month period indicating:</p> <ul style="list-style-type: none"> • Company’s name • Employee’s name • Pay period/frequency • Gross pay amount and rate of pay • Year-to-date totals <p>AND</p> <p>Most recent tax return with Revenue Canada Notice of Assessment</p>
<p>IRREGULAR EMPLOYMENT INCOME</p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>As regular employment income</p> <p>AND</p> <p>*Certified copy of most recent tax return</p> <p>OR</p> <p>Average monthly gross of previous 12 months earnings. (Note: where income is averaged, no rent forgiveness will be permitted.)</p>
<p>TIPS/GRATUITIES/COMMISSIONS</p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>Copy of pay stubs or T4 showing amount received</p> <p>AND</p> <p>*Certified copy of most recent tax return to verify amounts received from these sources</p>

5. Income Verification – Documentation Requirements Continued~

INCOME SOURCE	DOCUMENTATION REQUIREMENTS
<p>ii. <u>SELF EMPLOYMENT INCOME</u></p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>Audited financial statements</p> <p>AND</p> <p>*Certified copy of most recent tax return <i>If self-employed less than one year:</i> Signed statutory declaration of anticipated income for next 12 months <i>or</i> forecast from professional accountant Subsequent verification by a certified copy of income tax return or audited financial statements</p>
<p>iii. <u>PENSIONS AND ALLOWANCES</u></p> <p>EMPLOYMENT INSURANCE BENEFITS</p>	<p>Most recent EI cheque stubs indicating gross amount and frequency of payment(s)</p>
<p>ANNUITY INCOME/REGISTERED RETIREMENT INCOME FUND PAYMENTS</p>	<p>Cheque stub(s) indicating gross amount and frequency of payment(s)</p> <p>OR</p> <p>Letter from issuer confirming gross amount and frequency of payment(s)</p>
<p>DISABILITY PAYMENTS</p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>Most recent cheque stub(s) indicating gross amount and frequency of payments</p> <p>OR</p> <p>*Certified copy of most recent tax return</p> <p>OR</p> <p>Letter/statement from insuring agency stating gross amount and frequency of payments</p>
<p>PENSION INCOME</p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>Most recent cheque stub(s) indicating gross amount and frequency of payment(s)</p> <p>OR</p> <p>Pension fund statement showing gross monthly pension amount and frequency of payments(s)</p> <p>OR</p> <p>*Certified copy of most recent tax return</p>
<p>TRAINING ALLOWANCES</p>	<p>Statement or cheque stub from granting organization indicating:</p> <ul style="list-style-type: none"> • total gross amount and frequency • amounts for transportation, child care, tuition, etc. • duration of program/course

5. Income Verification – Documentation Requirements Continued~

INCOME SOURCE	DOCUMENTATION REQUIREMENTS
<p>iv. <u>OTHER INCOME</u></p> <p>STUDENT INCOME</p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>OSAP assessment form</p> <p>AND/OR</p> <p>Letter or information slip verifying amount and duration of any grant, scholarship or bursary</p> <p>OR</p> <p>*Certified copy of most recent tax return</p>
<p>ONTARIO WORKS SOCIAL ASSISTANCE INCOME</p>	<p>Notice of Assistance Stub</p> <p>AND</p> <p>Drug Benefits Eligibility card</p>
<p>WORKPLACE SAFETY & INSURANCE BOARD INCOME</p> <p><i>*Certified copy can be substituted with working copy plus Notice of Assessment from Revenue Canada</i></p>	<p>Most recent cheque stub(s) indicating gross amount and frequency of payment(s)</p> <p>OR</p> <p>*Certified copy of most recent tax return</p> <p>OR</p> <p>Statement stating gross amount and frequency of payment(s)</p>
<p>SUPPORT PAYMENTS RECEIVED</p>	<p>Copy of the support agreement or court order</p> <p>OR</p> <p>Family Responsibility Office (FRO) statement</p> <p>OR</p> <p>Sworn affidavit of amounts received, attaching a copy of the written agreement between the parties, if no legal agreement exists, and/or copies of receipts.</p>
<p>SUPPORT PAYMENTS PAID</p>	<p>Court order or agreement requiring support payments be made <u>and</u> copies of cancelled cheques</p> <p>Documentation of garnished wages, etc. (if applicable)</p>

6. Asset Verification - Documentation Requirements:

ASSET TYPE	DOCUMENTATION REQUIREMENTS
<p><u>i. INCOME PRODUCING ASSETS</u></p> <p>BANK ACCOUNTS</p>	<p>Passbook/monthly statement indicating:</p> <ul style="list-style-type: none"> ➤ account number ➤ name & address of financial institution ➤ total interest earned in past year or average monthly interest over past 12 months <p>OR</p> <p>T5 slip(s) issued by financial institution</p> <p>OR</p> <p>Letter from appropriate financial institution indicating interest amount earned in past 12 months</p>
<p>TERM DEPOSITS/BONDS/DEBENTURES</p>	<p>Supporting documents indicating:</p> <ul style="list-style-type: none"> ➤ principal amount, interest rate, interest earned ➤ name & address of financial institution ➤ date of issue and term ➤ identifying serial number <p>OR</p> <p>Letter from financial institution indicating the above</p>
<p>STOCKS/SHARES/MUTUAL FUNDS</p>	<p>Cheque stubs, copies of cheques or T5's indicating:</p> <ul style="list-style-type: none"> ➤ amount of dividends received ➤ company name ➤ series or type of stock ➤ number of stock shares <p>OR</p> <p>Annual statement</p>
<p><u>ii. NON-INCOME PRODUCING ASSET</u></p> <p>CASH OR NON-INTEREST BEARING CHEQUING ACCOUNTS</p>	<p>Confirmation of annual average or most recent typical minimum monthly balance of account and the amount of cash</p>
<p>REGISTERED RETIREMENT SAVINGS PLANS (RRSP)</p> <p>REGISTERED EDUCATION SAVINGS PLAN (RESP)</p> <p>REGISTERED DISABILITY SAVINGS PLAN (RDSP)</p>	<p>RRSP and/or RESP and/or RDSP statements indicating current balance(s)</p>
<p>EQUITY IN BUSINESS OR INVESTMENT</p>	<p>Confirmation of current equity</p>

6. Asset Verification - Documentation Requirements Continued~

ASSET TYPE	DOCUMENTATION REQUIREMENTS
CAB PLATES (TAXI LICENSES) WHEN SHARED WITH OTHER DRIVERS	Confirmation of the percentage the plates/licenses are being used by other drivers
LIFE INSURANCE WITH A CASH SURRENDER VALUE	Confirmation of the current cash surrender value plus accumulated dividends of the policy
RESIDENTIAL PROPERTY	Confirmation of appraised value of property & mortgage outstanding
NON-RESIDENTIAL PROPERTY	Confirmation of appraised value of property & mortgage outstanding
LIFE INTEREST IN REAL ESTATE	Confirmation of value of life interest
SOLELY-OWNED REAL ESTATE	Appraisal conducted by a qualified real estate appraiser
CO-OWNED REAL ESTATE	Documentation indicating the names, addresses and portions of each of the owners
NON-INCOME PRODUCING STOCKS/ SHARES/MUTUAL FUNDS	Confirmation of the current value of the asset
FINANCIAL HOLDINGS	Copy of bank book or other documentation detailing the non-income producing holding OR Letter from financial institution or profession in a field relating to the holding, indicating the current value and name and address of the financial institution (if applicable) OR For life insurance policies – a letter from insurance company giving the policy number and current cash surrender value
TRANSFERRED ASSETS	Confirmation of transfer date and appraised value of asset

7. Provide RGI assistance applicants with the current/up-to-date Social Housing Application Form (Form #SH-F01), by distributing forms to housing providers and internal staff (including the following department areas: Health and Family Services (HFS) including Housing and Ontario Works, Library/Information Desk and the Corporate Services Division (CSD)/Customer Services area).

B Housing Provider:

1. Provide RGI assistance applicants with the current/up-to-date Social Housing Application Form (Form #SH-F01).
2. Inform/advise RGI assistance applicants of the income and asset verification requirements pursuant to this policy, if the applicant requests clarification from the housing provider.
3. Receive applications for RGI assistance, ensuring that the necessary income and asset information is documented for verification and forward completed *Application Forms, signed Declarations and Consents* and all documentation received on to Chatham-Kent Social Housing for processing; or,
4. Direct applicants to contact Chatham-Kent Social Housing to file their RGI assistance application, along with all necessary documentation, including income and asset verification documentation.

IV. NOTES:

1. SH-0203 RGI Application – Complete/Incomplete Notification

V. MMAH GUIDE TO RGI ASSISTANCE: Section 3 applies.