

<input type="checkbox"/> <b>Annual Review</b> <input type="checkbox"/> <b>Change of Information</b>	
<b>Does any member of the household receive a housing allowance or benefit?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Member's Name</b>

**APPLICANT/TENANT INFORMATION**

**Home Address**

Apt. No.: \_\_\_\_\_ Street Address: \_\_\_\_\_

P.O. Box (if applicable): \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Applicant/Tenant**

Last Name:	First Name:	Middle Initial:	
Date of Birth (mm/dd/yy)		Gender Identity	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Telephone Number	Social Insurance Number (S.I.N.)		
Email Address			

**Co-Applicant/Co-Tenant**

Last Name:	First Name:	Middle Initial:	
Date of Birth (mm/dd/yy)		Gender Identity	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Relationship to Applicant/Tenant	Social Insurance Number (S.I.N.)		

**Alternate/Emergency Contact**

Contact Name (First, Last)	Contact Phone Number	Relationship	
Contact Street Address	City	Province	Postal Code

**Additional Household Members (dependents, other adults)**

Last Name	First Name	Social Insurance Number (adults)	Gender (M/F)	Date of Birth (mm/dd/yy)	Relationship to Applicant/ Tenant

Are all household members currently living full time at the same address?     **Yes**     **No**

**A Custody/Visitation Agreement must be provided for each dependent with a parent that does not live with the household.**

**The most recent Canada Child Benefit (CCB) statement must be provided for each dependent child.**

Has any person moved into or out of the unit?     **Yes**     **No**    **Date of change:** \_\_\_\_\_

**INCOME**

All sources of income must be reported for each member of the household. Record the "net" income (i.e. the amount you receive after taxes have been deducted). If income is paid annually, divide the total by 12 to record as "monthly income". **Note:** If your household receives income of any kind that is not listed on the form, please ensure this information is noted and attached for all household members.

A copy of the most recent Canada Revenue Agency (CRA) Notice of Assessment is required for all adult household members.



<b>ASSETS</b>		
<b>Investments</b> Provide a current statement from the bank or financial institution showing the amount of the investment.	<b>Applicant/Tenant</b>	<b>Other Household Member(s)</b>
<b>Term Deposits, Guaranteed Income Certificates (GICs)</b>	\$	\$
<b>Stocks, Shares, Bonds</b>	\$	\$
<b>Mutual Funds</b>	\$	\$
<b>Overseas or foreign investments</b>	\$	\$
<b>Tax-Free Savings Accounts (TFSA)</b>	\$	\$
<b>Registered Accounts/Investments</b> Examples: RRSP, RRIF, LIRA, LIF Provide a current statement showing the value of the account, ownership and beneficiary.	<b>Applicant/Tenant</b>	<b>Other Household Member(s)</b>
<b>Registered Retirement Savings Plans (RRSP)</b>	\$	\$
<b>Registered Educational Savings Plan (RESP)</b>	\$	\$
<b>Registered Disability Savings Plan (RDSP)</b>	\$	\$
<b>Registered Retirement Income Fund (RRIF)</b>	\$	\$
<b>Locked-In Retirement Account (LIRA)</b>	\$	\$
<b>Locked-in Income Fund (LIF)</b>	\$	\$
<b>Term or Life Annuity</b>	\$	\$
<b>Other Assets</b>	<b>Applicant/Tenant</b>	<b>Other Household Member(s)</b>
<b>Life Insurance</b> The amount of the cash surrender value is an asset. Provide the insurance policy that states the current cash surrender value.	\$	\$
<b>Trust Account</b> Trust fund documents to show the amount and beneficiary	\$	\$
<b>Real Estate Equity</b> (House, Land, or other property). Includes property in Canada or other countries. Provide the following: <ul style="list-style-type: none"> <li>The value of the property according to your MPAC assessment, minus mortgages, lines of credit or liens secured on the property.</li> <li>Provide your MPAC Assessment and current mortgage statement.</li> </ul>	<b>MPAC Assessment Value</b>	<b>MPAC Assessment Value</b>
	\$	\$
	<b>Total Loans/Mortgages</b>	<b>Total Loans/Mortgages</b>
	\$	\$
<b>Personal Vehicle</b> <ul style="list-style-type: none"> <li>Car, truck, motorcycle</li> <li>Provide loan documents only if your household owns more than one vehicle <u>and</u> if your vehicle is valued above \$15,000.</li> </ul>	\$	\$
<b>Recreational Vehicles</b> Example: boat, snowmobile, all-terrain vehicle, camper	\$	\$

<b>Business Assets</b>	<b>Applicant/ Tenant</b>	<b>Other Household Member(s)</b>
<ul style="list-style-type: none"> <li>• Business Bank Accounts</li> <li>• Business property</li> <li>• Business vehicle</li> <li>• Taxi licence</li> </ul>		
Provide supporting documents to verify the value of business assets.	\$	\$

<b>Documentation to be Submitted</b>
<input type="checkbox"/> Most recent Notice of Assessment (NOA) for each member of the household (see sample).
<input type="checkbox"/> Canada Child Benefit (CCB) and Ontario child benefit (OCB) Notice for all dependents under 18 years of age (see sample notice on back of page 6).
<input type="checkbox"/> Custody/visitation Agreement for any dependents with a parent that does not live with the household.
<input type="checkbox"/> Verification of school status for applicants/tenants attending school who are over the age of 18.
<input type="checkbox"/> Documentation of assets for all household members, as outlined in the "Assets" section.

**DECLARATION AND CONSENT**

Personal Information provided in this Verification of Income and Assets form is collected by the United Counties of Leeds and Grenville, Community and Social Services Division, Housing Department under the authority of the *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990), the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990) and the *Housing Services Act, 2011*, S.O. 2011, C. 6 for the **purpose of determining initial and ongoing eligibility and administering rent-geared-to-income assistance, Housing Allowance, and other social housing programs under the Housing Services Act.** Questions about this collection may be made to the United Counties of Leeds and Grenville, Clerk's Department, 25 Central Avenue West, Suite 100, Brockville, ON K6V 4N6.

**CONSENT**

1. I/we the undersigned consent to the release of information to an authorized representative of the United Counties of Leeds and Grenville, Community and Social Services Division, Housing Department for the purpose of determining initial or ongoing eligibility for rent-geared-to-income (RGI) assistance, Housing Allowance, and/or special needs housing including placement on any applicable waiting lists.
2. Without restricting the generality of the consent in paragraph 1, I/we specifically consent to the release of information relating to any assets held in any financial institution by or on behalf of me, my spouse or same-sex partner, and any dependents in my household.
3. That the United Counties of Leeds and Grenville may verify my/our income and assets declared by completing a consumer credit inquiry.
4. I/We consent to an authorized representative of the United Counties of Leeds and Grenville, Community and Social Services Division, Housing Department or any of its agents under contract disclosing to any party, personal information about me, my spouse, or same-sex partner, and any dependents included in my household for the purpose of determining initial or continuing eligibility for RGI assistance, Housing Allowance, and/or special needs housing including placement on any applicable waiting lists.

**DECLARATION**

All members of this household declare that I/we:

1. Understand that only the person(s) listed on this form may live in the premises.
2. Will notify the United Counties of Leeds and Grenville, Community and Social Services Division, Housing Department within 30 days of any changes in my/our circumstances/application, including changes in address and household composition.
3. Understand the requirements for reporting household income for each household member and agree to fully comply.
4. Have supplied the information in this form to the best of my/our knowledge and belief. All statements are true and no information required to be given has been withheld or omitted. Specifically, I/we have reported all income received and all assets currently owned by every member of the household.
5. Understand that if anything on this verification form is missing, incorrect or false, the United Counties of Leeds and Grenville, Community and Social Services Division, Housing Department may request additional information in order to determine initial or continued eligibility for RGI assistance and/or Housing Allowance.

6. Understand that the United Counties of Leeds and Grenville, Community and Social Services Division, Housing Department will use the information provided to determine how much assistance I/we are eligible for.

Applicant/Tenant	Date
Co-Applicant/Co-Tenant	Date
Co-Applicant/Co-Tenant	Date

**Please submit completed form to the attention of your Case Manager at the address indicated below:**

25 Central Ave. West, Suite 200  
Brockville, ON K6V 4N6  
Tel: 613-342-3840 or  
1-800-267-8146  
Fax: 833-775-0561

360 King Street West  
Prescott, ON K0E 1T0  
Tel: 613-925-0001 or  
1-800-406-0420  
Fax: 613-925-0301

**Mailing Address:**

25 Central Ave., West, Suite 200, Brockville, ON K6V 4N6

## Sample Notice of Assessment

Page 1

• For the Tax Year requested

Government of Canada / Gouvernement du Canada  
Canada Revenue Agency  
Notice of assessment  
Notice Details  
Address: JOE TENANT, 123 MAIN ST, TORONTO ON M1M 2N2  
Social Insurance Number: XXX XXX 123  
Date Issued: Apr 14, 2020  
Tax Year: 2019

We assessed your 2019 income tax and benefit return and calculated your balance.

You have a refund of \$463.12.

We will deposit your refund into your bank account.

Thank you,  
Bob Hamilton  
Commissioner of Revenue

### Account summary

You have a refund in the amount shown below.

Refund: \$463.12

### Tax assessment

We calculated your taxes using the amounts below. The following summary is based on the information we have or you gave us.

We may review your return later to verify income you reported or deductions or credits you claimed. For more information, go to [canada.ca/taxes-reviews](http://canada.ca/taxes-reviews). Keep all your slips, receipts, and other supporting documents in case we ask to see them.

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### Summary

Line	Description	\$ Final amount	CR/DR
15000	Total income	13,030	
	Deductions from total income	520	
23600	Net income	12,510	
26000	Taxable income	12,510	
35000	Total federal non-refundable tax credits	3,783	
6150	Total Ontario non-refundable tax credits	426	
42000	Net federal tax	0	
42800	Net Ontario tax	78	
43500	Total payable	78	
43700	Total income tax deducted	310.12	
44900	Climate action incentive	231.00	
48200	Total credits	541.12	
	Total payable minus Total credits	463.12	CR
	Balance from this assessment	463.12	CR
	Direct deposit	463.12	CR

### Explanation of changes and other important information

You elected to get your 2020 Ontario trillium benefit in one payment in June 2021. We will let you know in July 2020 if we accepted your election.

We will let you know in July if you qualify for the Ontario energy and property tax credit for July 2019 to June 2020. This credit is part of the Ontario trillium benefit.

## Sample Canada Child Benefit (CCB) Statement

Page 1

• For the Tax Year requested

Canada Revenue Agency / Agence du revenu du Canada  
SUMMERSIDE PE C1N 5Z7  
Notice details  
Social insurance number: 111-222-333  
Base year: 2015  
Payment period: Jul 2016 - Jun 2017  
Date issued: Jul 20, 2016  
Tax centre: Summerside PE C1N 5Z7  
Canada child benefit (CCB) and Ontario child benefit (OCB) notice  
We determined your annual entitlement based on the information we have. Please see the detailed explanation section for more information.  
Your annual CCB entitlement is \$15,900.06.  
Your annual OCB entitlement is \$2,706.96.  
Your total annual entitlement is \$18,607.02.  
Andrew Treusch, Commissioner of Revenue  
Account summary  
Amount deposited: \$1,620.03  
Date deposited: Jul 20, 2016

Page 2

• Shows net family income

Detailed explanation  
This notice represents the information processed as of June 16, 2016. Please read it and keep it for your records.  
The Canada child benefit and the Ontario child benefit are tax-free monthly payments made to eligible families to help with the cost of raising children under 18.  
The Ontario child benefit is fully funded by the Province of Ontario.  
Information used to calculate your entitlement  
2015 family net income: \$37,719  
Marital status: Single  
Province or territory of residence: Ont.  
Eligible children: Child Name, Child Name  
Annual entitlement  
Description (\$ Amount)  
Canada child benefit: 13,388.27  
Canada child benefit - NCBS equivalent\*: 2,511.79  
Ontario child benefit: 2,706.96  
Total: 18,607.02  
Payment summary  
Description (\$ Amount)  
Canada child benefit: 1,185.14  
Canada child benefit - NCBS equivalent\*: 209.31  
Ontario child benefit: 225.58  
Amount direct deposited: 1,620.03

As we continue to move to a paperless environment, the United Counties of Leeds and Grenville (Leeds Grenville) has introduced the ability to communicate with applicants and tenants through email. In order for authorized staff to communicate with you through email, you must provide consent. Please review the following conditions and risks, and sign the consent to indicate you agree to receive future communication from the United Counties of Leeds and Grenville Housing Department, by email.

**It is important for you to know** that Counties' staff will only use email to communicate information of value for the delivery of housing programs. Email will be used to communicate housing offers, eligibility decisions, appointments, sharing of relevant information, annual reviews, etc.

All communications may become part of your file. You have the same right of access to such communications as you do to the remainder of your file. If you have signed consent to share information with other programs administered by the Counties, your email messages may be forwarded to another Counties' staff member as needed to deliver service. Your messages and/or information may be shared with external service providers, for programs you are currently receiving. We will not share your messages externally unless you have consented, or authorized by provincial or federal law.

**Conditions for use:**

- Messages should be brief. Please telephone the office or make an appointment to discuss more involved matters.
- If you need to discuss something urgently or to communicate time sensitive matters, please call our office.
- It is your responsibility to follow up with Counties' staff if required.
- It is your responsibility to notify the Counties of any changes to your email address.
- Messages may be printed and retained on your file.
- Email privileges will be removed for frivolous messaging, threatening or inappropriate messages, spamming or excessive messaging resulting from impatience.
- Emails to Counties' staff must include the name of the staff to which you are sending the email, and the sender's full name.

**What can email messaging be used for?**

- Schedule, re-schedule, cancel or confirm appointments.
- Sharing information – e.g. change of address, phone number or other personal documents.
- Sending notice of decisions.
- General inquiries - request a form, a referral, etc.
- Attempt to contact when unable to contact by phone.

**The Counties will reply to your email within one business day during business hours. If response is not received within one business day, the staff may be out of office; please call the office to ensure your needs are met.**

**Risks of using email:**

There are some risks with using email. These risks include, but are not limited to:

- Messages can be accidentally sent to the wrong person by mistyping or using inaccurate email address.
- It is possible for a third party to breach the confidentiality of email and intercept messages without authorization or detection.
- Email messages can be altered, forwarded or circulated; stored electronically or on paper; and broadcast to unintended recipients.
- If you share your email address, information may be inadvertently communicated to others.
- Messages may be read on cell phones and laptops, which are vulnerable to being stolen or lost.
- Email is vulnerable to hacking, spam, viruses or someone trying to access your information.

Risks can be reduced by ensuring you do not open email messages and attachments from unknown contacts and keeping your email address up-to-date with Leeds Grenville. Ensure your phone is password protected. We recommend you also add Leeds Grenville as a "contact" so you can readily recognize emails coming from our office, and Leeds Grenville emails will not be sent to Junk Mail.

The United Counties of Leeds and Grenville will make every effort to maintain the security and confidentiality of email information sent and received, but full security and confidentiality cannot be guaranteed. The United Counties of Leeds and Grenville Housing Department is not liable for breaches of confidentiality caused by yourself.



## Consent to Email

I hereby agree and give consent to the United Counties of Leeds and Grenville Housing Department, to communicate with me by email. I understand my email address will not be shared, sold, or used for any purpose other than to support the delivery of services to me by the United Counties of Leeds and Grenville Housing Department, except where required by law. In giving consent, I acknowledge I have reviewed and understand the risks and conditions for communicating by email with the United Counties of Leeds and Grenville Housing Department.

This consent is provided voluntarily and will remain valid as long as I am receiving services from the United Counties of Leeds and Grenville Housing Department, or until such time that I withdraw my consent, or email privileges are removed by UCLG.

### EMAIL CONSENT:

I give consent to the use of email by and with the United Counties of Leeds and Grenville Housing Department to support program delivery.

No  Yes

Email address to use for email messaging: \_\_\_\_\_

I have received a copy of, and have read, the "Information Sheet" and the "Consent to Email"

\_\_\_\_\_  
Name of recipient (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of spouse, if applicable

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\* Please note, it is your responsibility to notify us of any changes to your contact details\*\***

#### Notice with Respect to the Collection of Personal Information

Personal information provided in this consent and through email messages between applicants and/or tenants and authorized representatives of the United Counties of Leeds and Grenville is collected and used in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, or as otherwise required or permitted by law.

This consent applies to information shared in the form of electronic data exchanges for the delivery of housing programs.

#### For Office Use Only

Where Information Sharing consent has been signed, forward copies of completed email consent to the Housing Department.