



DOCUMENTATION LIST REQUIRED FOR THE TENANT ANNUAL UPDATE

(Required for the Rent Geared to Income Update)

You MUST provide a photocopy of the following when you meet with the Integrated Services Agent

1. ASSETS	VERIFICATION REQUIRED
a) Bank Accounts	Up-to-date bank books and/or statements including spouse & children
b) R.R.S.P.'s, G.I.C.'s, R.E.S.P.'s Investments	Up-to-date RRSP, RESP, GIC, Investment statements
c) Bonds	Actual Bonds or statement
d) Properties	Confirmation of value of property, or real estate listing
e) Life Insurance - Cash surrender value	Copy of Life Insurance policy
2. MONTHLY INCOME	VERIFICATION REQUIRED
Income Tax Return for 2007 and Notice of Assessment	Income Tax Return for 2007 and Notice of Assessment
a) Pay stub(s) from employment *	Current, regular pay stub(s) showing gross pay and deductions for past 2 pays (one month of pay stubs)
b) Self-employment Income	Previous year's personal and business income tax return and financial statements
c) Employment Insurance (E.I.) Income	Current E.I. pay stub
d) Pension(s), WSIB, CPP, DVA, Private Pensions, etc	Current stub – If you do not have a stub, you can call – 1-800-277-9914 to request your verification of income for your pensions that you receive from the government. You will need to have your social insurance number when you call. You just have to tell them that you need proof of income for your rent.
e) O.S.A.P. Income	O.S.A.P. Assessment summary
f) Child Support	Separation agreement or Court Order
g) Social Assistance, Ontario Works, ODSP	Current stub

3. MONTHLY EXPENSES	VERIFICATION REQUIRED
a) Support Payments	Separation agreement or court order & verification of payments being made

It is the responsibility of all Tenants to inform the Integrated Services Agent at the Algoma District Services Administration Board of any changes in financial situation, or household composition. Failure to do so may result in a loss of subsidy.