



**HOUSING WAITLIST UPDATE FORM**

Applicant(s) Information			
Last Name	First name	Sex	M / F
Date of Birth (m/d/yr)			
Last Name	First name	Sex	M / F
Date of Birth (m/d/yr)			
<b>Do you wish to remain on the ADSAB Housing Wait List?</b> <input type="checkbox"/> <b>YES</b> (Complete this Form, sign and return to office) <input type="checkbox"/> <b>NO</b> (STOP here, sign form and return to office)			
Unit/ Apt #	Street Address	PO Box #	
City/Town:	Postal Code:		
Phone:	Email Address:		
Emergency Contact / Power of Attorney :	Relationship to Applicant:	Contact Phone #:	
<b>Do you have any new or continued accessibility needs?</b> <input type="checkbox"/> Yes    If yes, please submit Medical/Special Housing Form <input type="checkbox"/> No			
<b>Are you able to climb stairs?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No              If no, please submit ADSAB Medical/Special Housing Form			
Children / Other Applicants			
Last Name	First name	Sex	M / F
Date of Birth (m/d/yr)			
Last Name	First name	Sex	M / F
Date of Birth (m/d/yr)			
Last Name	First name	Sex	M / F
Date of Birth (m/d/yr)			
Current Monthly Shelter Expenses			
Monthly Rent: \$	Electricity \$	Heating \$	Other \$
Financial Information			
<p>All members of the household who have income – except for dependents under the age of 18 who are still in primary or secondary school must provide their <b>Notice of Assessment (NOA)</b> or <b>Proof of Income Statement</b> from the Canada Revenue Agency for the most recent tax year.</p> <p><b>Only provide verification of your income if:</b></p> <ul style="list-style-type: none"> <li>• You do not have your Notice of Assessment or Proof of Income Statement from CRA;</li> <li>• Your income has changed significantly from your last tax assessment.</li> </ul>			
Income Type	Name:	Name:	Name:
Ontario Works	\$	\$	\$
Ontario Disability Support Program (ODSP)			
Gross Employment Income: Full-time & Part-time Please note name of employer			
Gross Self-Employment Income Please note name of business			
Employment Insurance (EI)			
Ontario Student Assistance Program (OSAP) Study Grants/Training Allowance			
Workplace Safety Insurance Board (WSIB) Please note type of benefit			
War Veteran`s Allowance (DVA)			
Canada Pension Plan (CPP) or CPP Disability Please note if retirement pension, survivors` pension, disability pension and/or children`s benefit.			
Old Age Security (OAS)			
Federal Guaranteed Income Supplement (GIS)			
Provincial Guaranteed Annual Income System (GAINS)			



Private Pension (through former employer) Please note name of pension plan			
Foreign pension, including U.S. Social Security Please note country that pension comes from			
Spousal Support Payments			
Band Allowance/ Robinson Huron Treaty Settlement Monies			
Other Income Please list all other income and note source			

**Income Producing Asset received by all household members. Indicate type and amount.**  
 Provide verification of Income Producing Assets.

Asset Type	Name:	Name:	Name:
Bank Accounts, chequing/savings	\$	\$	\$
Annuities, Shares, Stocks, Mutual Funds/Debentures Please note financial institution			
Guaranteed Income Certificate GIC's, Term Deposits, Bonds, RRSP, RDSP, RRIF and RESP Please note financial institution			
Real Estate (e.g. house, land, cottage) Rental income			
Life Insurance Policies (Interest earned & Value)			
Other Income <ul style="list-style-type: none"> <li>• Please list all other income and note source</li> </ul>			

**Non-Income Producing Assets list type of assets and the approximate value of assets for all household members. (Asset Limit) Provide verification of non-income producing assets.**

Non-Income Producing Asset Types	Name:	Name:	Name:
Cash or non –interest bearing accounts	\$	\$	\$
Property Owned: House Address:			
Property Owned: Cottage or Camp Address:			
Property Owned: Vacant Property Location:			
Amount of Mortgage Outstanding			
Business Assets (Partnership, etc.)			
Monies Owed to You over \$2000			
Paid-Up Life Insurance			
Recreational Vehicles (e.g. campers, trailers, all-terrain vehicles, off road motorbikes, boats, etc. )			
Other Assets (specify)			



**DECLARATION**

1. I declare that the information I have provided on this form is correct and complete to the best of my knowledge.
2. It is understood that the information provided on this form is in addition to the information provided on my original housing application form and the Release and Consent of information and Declaration form previously signed is in conjunction with this updated form.
3. The Personal information contained in this form or in attachments is collected by ADSAB pursuant to the Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c.M.56). This information may be used to determine eligibility for the continuation of rent-geared-to-income housing applied for.

**SIGNATURE of all household members 18 years of age and older:**

<b>X</b>	<b>Date:</b>	<b>X</b>	<b>Date:</b>
<b>X</b>	<b>Date:</b>	<b>X</b>	<b>Date:</b>
<b>X</b>	<b>Date:</b>	<b>X</b>	<b>Date:</b>
<b>X</b>	<b>Date:</b>	<b>X</b>	<b>Date:</b>

**If you have any questions regarding this form, please call the Housing Services Program Assistant at:  
705-848-7153 or 1-888-326-3133 extension 327**

<b>List of Income and Asset Documents</b>	
<b>ONLY</b> submit the income documents for income reported if your income has changed significantly from your last tax assessment <b>OR</b> you are waiting to obtain your Notice of Assessment from the Canada Revenue Agency	
<b>EMPLOYMENT</b>	
<ul style="list-style-type: none"> <li>Earnings - full-time, part-time, casual, seasonal, overtime</li> <li>Commissions, tips, bonuses</li> <li>Illness and disability pay</li> </ul>	<ul style="list-style-type: none"> <li>Letter from employer or agency with gross income</li> <li>Pay stubs (for at least two months) or copy of cheque;</li> <li>Letter from benefits provider verifying your disability income.</li> </ul>
<b>SELF-EMPLOYMENT</b>	
<ul style="list-style-type: none"> <li>Business/Self Employment</li> </ul>	<ul style="list-style-type: none"> <li>Less than 1 year- Affidavit of earnings, expenses</li> <li>More than 1 year: Financial statements, income tax (T1 &amp; T2125)</li> </ul>
<b>PENSIONS AND ALLOWANCES</b>	
<ul style="list-style-type: none"> <li>Old Age Security (OAS)</li> <li>Guaranteed Income Supplement (GIS)</li> <li>Canada/Provincial Pension - CPP, QPP</li> <li>Pensions - Widow's, Retirement, War Disability, other Country</li> <li>War Veteran's Allowance (DVA)</li> </ul>	<ul style="list-style-type: none"> <li>Cheque stubs or copy of cheques (OAS)</li> <li>Letter from the agency issuing cheque</li> <li>Statement from Service Canada (call 1-800-277-9914 to request copy)</li> <li>CRA Notice of Assessment and T slips (call 1-800-959-8281 to request a copy)</li> </ul>
<b>OTHER INCOME/ PAYMENTS</b>	
<ul style="list-style-type: none"> <li>Social Assistance: Ontario Works (OW)</li> <li>Ontario Disability Support Program (ODSP)</li> <li>Workplace Safety &amp; Insurance Board (WSIB)</li> <li>Employment Insurance (EI)</li> <li>Compensation for Victims of Crime Act</li> <li>Alimony (spousal support)</li> <li>Ontario Student Award Program (OSAP)</li> <li>Robinson Huron Treaty Settlement Monies</li> </ul>	<ul style="list-style-type: none"> <li>ODSP Monthly Statement</li> <li>Letter from WSIB verifying type of benefits and gross amount</li> <li>Cheque stub or letter from government agency</li> <li>EI Gross Weekly Rate – print out of EI claim</li> <li>Court order/ written agreement.</li> <li>OSAP assessment summary</li> <li>RHT letter from Band or bank statement</li> </ul>
<b>INCOME PRODUCING AND NON INOCME PRODUCING ASSETS</b>	
<b>Only provide verification of asset, if there has been a change or if asset has been disposed</b>	
<ul style="list-style-type: none"> <li>Bank accounts, Chequing and savings</li> <li>Interest Accounts include RRSP, RDSP, RRIF and RESP; withdrawals are included in RGI calculation, not included in Asset Limit.</li> <li>Real Estate (house, land, cottage)</li> <li>Guaranteed Income Certificates (GIC's)</li> <li>Life Insurance (with a cash surrender value)</li> <li>Recreational vehicles (e.g., campers, trailers, all-terrain vehicles, off road motorbikes, boats, etc.)</li> <li>Other:</li> </ul>	<ul style="list-style-type: none"> <li>Passbook/monthly statement, (3 months) T5-Slips, bank letter</li> <li>Copy of Real Estate Appraisal (s)</li> <li>Copy of Insurance Policies; annual statements</li> <li>Copy of T3 or T5 tax form</li> <li>MPAC Current Value Assessment, Property tax bill</li> <li>Confirmation of appraised value or mortgage</li> <li>Mortgage statement</li> <li>Vehicle ownership papers and verification of any debts owing</li> </ul>