

# Important Rules For Your Rent-Geared-To-Income Subsidy

This document has important information about your rent-geared-to-income subsidy (RGI Subsidy). It is important you **read** and **understand** this information when completing your RGI Subsidy Form. If you have questions, please discuss them with your Housing Provider.

**These rules determine if you are eligible for a RGI subsidy. If you do not follow these rules, you may lose your RGI subsidy. If you lose your subsidy, you will pay market rent for your unit.**

## Reporting Changes to Income

If your income changes, you must tell your Housing Provider within **30 days**. Some examples of income changes include:

- A new job
- A raise in pay or increased hours of work
- Employment bonuses
- A new pension (e.g. starting to receive Old Age Security when you turn 65)
- Changes in financial assistance (e.g. switch from Ontario Works to Ontario Disability Support Program)

If your income change is less than \$30 per month you do not have to report it immediately. For example:

- A senior does not have to report regular increases to Canada Pension or Old Age Security payments until their next annual income review

## Reporting Changes in household composition

If someone moves in or out of your unit, you must tell your Housing Provider within **30 days**. For example:

- Someone moves out of your unit
- You want someone to move into your unit



- You have a baby
- The citizenship status of anyone in your household changes

## **Being away from your unit**

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If you and all the people in your unit leave for **90 days** in a row, you may lose your RGI subsidy. If you think you need to be away for more than 90 days you should talk to your housing provider about options **before** you leave.

## **Pursuit of Income**

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You may be eligible for some types of income. Depending on your circumstances, you may have to pursue one or more of the following:

- Financial assistance from Ontario Works
- Spousal or child support payments
- Unemployment benefits from Employment Insurance
- Government pensions or supplement (Old Age Security or Canada Pension Plan)
- Benefits for seniors from Ontario's Guaranteed Annual Income System (GAINS)
- Supports or maintenance promised under your immigration sponsorship agreement

If you think you might be able to get money from the income sources listed, you should speak to your Housing Provider as soon as possible. Your Housing Provider will help you understand your obligations to pursue income.

## **Owning Residential Property**

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You cannot own a residential property (on your own or as a partial owner) while receiving RGI subsidy. Some examples of a residential property are:

- A home
- A condo or home you rent out
- A winterized cottage

If you own residential property, you must sell your property within 180 days after you start receiving a RGI subsidy or after you gained legal interest in the property, whichever is later.

If extenuating circumstances have prevented you for selling your property, you may ask your Housing Provider for an extension.

## **Having more bedrooms than you need (Overhoused)**

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The Region has rules that say how many bedrooms you are eligible for based on the number of people that live in your unit. If you have more bedrooms than you need, you are **overhoused**. If you are overhoused, you have to transfer to a smaller unit within your housing community.

Your Housing Provider will send you a Notice of Decision, letting you know you are overhoused. You will be added to the internal transfer list for the right sized unit. Your Housing Provider will offer you the right sized unit when one is vacant. After one year, if you refuse to move to the right size unit, it will be counted as a refusal. If you refuse the right sized unit three times, you will lose your RGI subsidy.

## **Requesting a review of a decision**

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Your Housing Provider makes decisions that affect your RGI subsidy. These decisions include:

- If you are eligible for a RGI subsidy
- Your RGI subsidy amount
- What unit size you are eligible to live in

If you disagree with your Housing Provider's decision, you can ask the Region to review the decision. You must submit your request for a review to your Housing Provider within 30 days of the date that you received the decision. Your request must explain why you think the decision should be changed. Make sure you attach any documents or other information that supports your request. Your housing provider will send your request and relevant documents from your tenant file to the Region for review. The Region will review your request and supporting documentation and send you a written decision.

## **For More Information**

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If you would like more information, please look at the Region's website site at [york.ca/housing](http://york.ca/housing) or contact your Housing Provider.

# Rent-Geared-to-Income (RGI) Subsidy Form

## Instructions

This form is used to determine rent-geared-to-income (RGI) eligibility. You must complete this form:

- When offered an RGI unit
- Once a year at time of RGI subsidy renewal **and**
- At any time there are changes to your household’s income and/or the number of people living with you

**Step 1:** Complete this form in full, do not skip any sections

**Step 2:** Ensure that all household members who are **16 years of age or older:**

- ✓ Provide copies of their birth certificate, permanent residency documents or refugee claim documents (if not already on file)
- ✓ Provide copies of their most recent income tax return and notice of assessment
- ✓ Provide copies of all required income and asset verification documents (see [Appendix A – Income and Asset Information](#))
- ✓ Sign this form

## Section 1 – Household Information

### Who lives in the unit?

List **all** persons living in the unit (including yourself)

Name of person living in your unit (first name, last name)	Date of birth (mm/dd/yyyy)	Sex (M/F)	Relationship to you
			Self

## Household information

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Number of bedrooms in your unit:

Bachelor

1 bedroom

2 bedroom

3 bedroom

4 bedroom

Housing provider name:

Street address:

Apartment #:

City:

Postal code:

Home phone:

Mobile phone:

Email:

## Changes in Household

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Has anyone moved in or moved out of your unit in the last year?

Yes

No

If yes, did the person:

Move in

Move out

Name of person (first name, last name):

Date person moved (mm/dd/yyyy):

**I have provided a copy of the birth certificate, permanent residency documents or refugee claim forms for everyone who lives with me.**

## Emergency Contact Information

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Who is your emergency contact?

Relationship to this person:



### Support payments

Do you make or receive any payments for spousal support, child support, or separation?

pay                                      \$/month                                      receive                                      \$/month

**I have attached verification documents of these payments (examples: sworn affidavit with both the applicant and ex-spouse’s signature, or legal document, or letter from lawyer or separation agreement or divorce agreement, or other).**

### Section 3 - Declaration of Assets

You are required to list all assets and investments owned by you and all people who live with you. You must also include any assets you own with someone else.

Please read [Appendix A – Income and Asset Information](#) when completing the following table.

Name of household member (first name, last name)	Asset/Investment type (see Appendix A for examples)	Name of financial institution/ bank	Value (\$)	Verification document attached

**I have attached income and asset verification documents for everyone 16 years of age and older.**

## Section 4 – Declaration, Release and Consent

- A. I agree that York Region may collect the personal information on this form for the purpose of:
- i. determining if I am eligible to receive housing benefits and/or any other community services offered by York Region or any of its partners; and
  - ii. evaluating the quality of community services delivered by York Region and its partners so that the Region can improve them
- B. I agree that, if all laws protecting my personal information are complied with, York Region may share my personal information with any York Region partner for the purpose of determining if I am eligible to receive any community services
- C. I understand that York Region's partners include not for profit community agencies, the Government of the Province of Ontario and the Government of Canada
- D. I understand that if I have any questions about York Region's collection and sharing of my personal information I can speak to the following person to get answers:
- The Regional Municipality of York  
17250 Yonge Street  
Newmarket, Ontario  
1-877-464-9675, ext. 72062  
Program Manager, Housing Programs
- E. I have read and understand the important rules about my RGI Subsidy
- F. I understand that the laws that permit York Region to collect and share my personal information include the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Act*, the *Housing Services Act*; and the *Ontario Works Act*
- G. I know that the information I have provided on this form will be used by York Region to determine if I am eligible to receive housing benefits and/or any other community services offered by York Region and its partners
- H. I confirm that all of the information on this form is true and that I have not left any important information out
- I. I understand, and agree, that if York Region determines that the information on this form is not true York Region can stop my benefits and services and can make me pay York Region back



**All household members 16 years of age or over must sign this form:**

Household member (please print)

Signature

Date (mm/dd/yyyy)

## Appendix A – Income and Asset Information

Income Examples	Examples of Documents/Proof Required
<p><b>Work/Benefits/Education</b></p> <ul style="list-style-type: none"> <li>• Full-time, Part-time, Casual, Seasonal</li> <li>• Self-employed</li> <li>• Disability pay, sickness pay, Long Term Income Protection Plan, Employment Insurance, etc.</li> <li>• Commissions, overtime pay, vacation pay, bonuses, etc.</li> <li>• Support payments received</li> <li>• Maternity leave top-up by employer</li> <li>• Full/part-time student</li> </ul>	<p><b>Employment</b></p> <ul style="list-style-type: none"> <li>• Employer’s letter (with company information, pay period and gross pay amount, including commission or bonuses), and/or</li> <li>• Pay stubs for eight consecutive weeks</li> </ul> <p><b>Self-employment</b></p> <ul style="list-style-type: none"> <li>• Signed affidavit and/or financial statements (if within first year of self-employment), and/or</li> <li>• Statement of Business or Professional Activities as part of personal income tax return</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>• If applicable, copy of OSAP (Ontario Student Assistance Program) assessment sheet, or</li> <li>• If no OSAP applies, letter from school confirming enrolment</li> </ul>
<p><b>Pension</b></p> <ul style="list-style-type: none"> <li>• Old Age Security (OAS)</li> <li>• Guaranteed Annual Income System (GAINS) / Guaranteed Income Supplement (GIS)</li> <li>• Canada/Provincial Pension Plan - (CPP), (QPP)</li> <li>• Government pensions from other countries</li> <li>• Company pensions, private pensions, etc.</li> <li>• Civilian War Pensions</li> <li>• Public Service Pensions</li> </ul>	<ul style="list-style-type: none"> <li>• Cheque stubs or copy of cheque</li> <li>• Direct bank deposit – three months of monthly bank statements</li> <li>• Statement from Employment and Social Development Canada (ESDC)</li> </ul>

<b>Income Examples</b>	<b>Examples of Documents/Proof Required</b>
<p><b>Allowance</b></p> <ul style="list-style-type: none"> <li>• Workplace Safety and Insurance Board payments (WSIB)</li> <li>• Ontario Works (OW)</li> <li>• Ontario Disability Support Plan (ODSP)</li> <li>• Military or Militia or Civil Defence Allowance</li> <li>• Immigration Allowance</li> <li>• War Veteran’s Allowances</li> <li>• Training Allowances</li> <li>• Canada Manpower Retraining Allowance</li> <li>• Payments from Children’s Aid Society</li> </ul>	<ul style="list-style-type: none"> <li>• Cheque stubs or copy of cheque (WSIB)</li> <li>• Direct bank deposit – three months of monthly bank statements</li> <li>• Letter from government agency</li> <li>• Copy of assessment form and confirmation of other earnings</li> <li>• Copy of drug card and statement of assistance (for OW and ODSP)</li> </ul>
<b>Assets/Investments</b>	<b>Examples of Documents/Proof Required</b>
<ul style="list-style-type: none"> <li>• A licence which gives you income (example: taxi licence)</li> <li>• Investments (annuities, guaranteed investment certificates (GICs), stocks or shares, bonds, debentures, mortgages, loans, notes or term deposits, etc.)</li> <li>• Bank Account (including joint bank accounts), Tax Free Saving Accounts (TFSA), mutual funds, GICs, overseas accounts, etc.</li> <li>• Registered Retirement Savings Income Fund (RRIF)</li> <li>• Life insurance</li> <li>• Registered Retirement Savings Plan (RRSP) – indicate if “locked in”</li> <li>• Registered Education Savings Plan (RESP)</li> <li>• Property (home, cottage, etc) – in Canada and other countries</li> </ul>	<ul style="list-style-type: none"> <li>• Bank statements or passbooks</li> <li>• Copy of T5 and/or T3 slip issued by a financial institution/bank</li> <li>• Letter or statement from a financial institution/bank</li> <li>• Appraisal stating property value</li> <li>• Insurance policy (stating cash surrender value), and/or investment certificates</li> </ul>

This document is available with communications supports upon request.