



Gross Household Income and Assets Definitions

“Income” means all gross income, benefits, and gains of every kind and from every source (before any deductions, from within and outside of Canada).

“Gross household income” means the income of every household member who is expected to live in the household applied for, or who now lives in the unit if you have already moved in.

Some income may be excluded for Rent-Geared-to-Income Assistance purposes, but it still must be reported.

The following lists provide some of the possible sources of income as well as the usual documentation required by CRA (Canadian Revenue Agency) Self Help to verify the income. You must report all income and assets, even if not listed below. If you are unable to provide the documentation or have questions, please contact a Social Service Intake Clerk in the Housing Division for assistance:

Employment

Income	Examples of Documentation
<ul style="list-style-type: none"> • Full-time, part-time, casual, seasonal, overtime Babysitting/Child Care • Commissions, tips/gratuities, bonuses Business • Illness and disability pay 	<ul style="list-style-type: none"> • Letter from employer or agency indicating gross income or average gross earnings and length of employment; or • Pay stubs (for at least two months) provided they have some identifiable information and gross income on them • Affidavit of cash earnings sworn before a Notary Public or Commissioner of Oaths and any supporting verification of amounts received

Self-Employment

Income	Examples of Documentation
<ul style="list-style-type: none"> • Tutoring • Babysitting/Child Care • Taxi • Business • Other 	<ul style="list-style-type: none"> • Self-employed less than one year: <ul style="list-style-type: none"> ○ Affidavit of earnings and expenses sworn before a Notary Public or Commissioner of Oaths and verification of payments received and amounts spent on expenses • Self-employed over one year: <ul style="list-style-type: none"> ○ Financial statements prepared by a public Accountant and the most recent year’s Notice of Assessment and <ul style="list-style-type: none"> ▪ Personal income tax return summary or



	<ul style="list-style-type: none"> ▪ T2125 Statement of Business or Professional Activities
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Social Assistance

Income	Examples of Documentation
<ul style="list-style-type: none"> • Ontario Works (OW) • Ontario Disability Support Program (ODSP) 	<ul style="list-style-type: none"> • Copy of most recent stub including breakdown of amounts received and listing all beneficiaries or letter/printout from your Caseworker outlining this information

Pensions and Allowances

Income	Examples of Documentation
<ul style="list-style-type: none"> • Canada/Provincial Pension (CPP) • CPP – Disability • Old Age Security (OAS) • Federal Guaranteed Income Supplement (GIS) • Ontario Guaranteed Annual Income System (GAINS) • Pensions: Widow's, Retirement, War Disability, payments from another country • War Veteran's Allowance (DVA) • Training/Re-training Allowances • Military/Militia/Civil Defence Allowances 	<ul style="list-style-type: none"> • Letter from the agency issuing the payment stating the current, gross amount received and the recipient • Copy of last two months' bank statements showing current net amount received and verification of amounts deducted to determine gross amount (appropriate T-slip, income tax deducted line on CRA Notice of Assessment, etc.) • Statement from Canada Employment and Immigration or employer

Support Income/Payments

Income	Examples of Documentation
<ul style="list-style-type: none"> • Alimony, child support, separation payments, or support from other relatives and sources • Employment Insurance (EI) • Workplace Safety and Insurance Board (WSIB) 	<ul style="list-style-type: none"> • Recent legal documents or letter from a lawyer and verification of current amounts and payments being made • Schedule A from the Family Responsibility Office • Affidavit sworn before a Notary Public or Commissioner of Oaths with both the applicant and ex-spouse's signatures and verification of



<ul style="list-style-type: none"> • Income replacement payments from an Insurance Company • Compensation for Victims of Crime • Ontario Student Award Program (OSAP) grants, scholarships, or bursary payments • Lump sum payments (insurance, inheritance, court settlements, etc.) Payments from a Children’s Aid Society or from an Official Guardian or Public Trustee 	<p>current amounts and payments being made</p> <ul style="list-style-type: none"> • Letter from the agency issuing the payments stating gross amounts received and time periods amounts received for Printout from Canada Revenue Agency or My Service Canada Account stating gross amounts received and time periods received for
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Assets

Assets type	Examples of Documentation
<ul style="list-style-type: none"> • Verification of any bank accounts you have, even if the balance is \$0 or if it is in trust • Any Registered Savings Plans (Retirement – RRSP, Disability – RDSP, Education – RESP) • Interest and dividends from all accounts and investments (tax-free savings accounts, stocks, bonds, bank/trust/credit union accounts, shares, securities, annuities, Guaranteed Income Certificates, etc.) • Real Estate (house, land, cottage) • Life Insurance (with a cash surrender value) • Collections of or investments in other valuable non-income producing assets (stamps, coins, antiques, art, etc.) 	<p>Bank Verification of Income and Assets Form</p>



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<ul style="list-style-type: none">• Farm property that produces income• Business interest that produces income• Business assets	
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