



Rental Assistance Program Application Checklist

Before submitting your application for the Rental Assistance Program, please review the following to make sure that all required information is included with the application.

- Applications are effective the month in which they are received by the Rental Assistance Program.
- Incomplete applications will be held for up to 90 days to allow applicants time to gather missing documentation.
- After 90 days, incomplete applications will be cancelled and the applicant will be required to submit a new application with supporting documents. The effective date will be adjusted to the month in which the new application is received.

Please do not submit original documents.

1. Bank Information for Direct Deposit
<input type="checkbox"/> Attach a blank personalized cheque marked VOID to this application form, OR <input type="checkbox"/> Attach a Preauthorized Debit Form provided by your bank.
2. Proof of status in Canada (proof is required for all family members)
<input type="checkbox"/> Copy of Canadian birth certificate(s) for all family members born in Canada, AND <input type="checkbox"/> For family members not born in Canada, provide copies of citizenship papers or immigration documents. Acceptable proof includes: <ul style="list-style-type: none"> • Copy of Record of Landing (IMM1000) or Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292), OR • Copy of Permanent Resident Card (both sides).
3. Students
Children age 19-24 in full-time attendance at a school, university or vocational institution must provide proof of enrolment.
4. Proof of Rent
<input type="checkbox"/> Rent Receipt showing address, rent amount, date and landlord name and signature OR copy of recent rent increase notice OR <input type="checkbox"/> Copy of lease or tenancy agreement signed within the past 12 months which shows current rent amount.
5. Proof of Assets (include all that apply)
<input type="checkbox"/> Copies of current bank statement for all bank accounts showing a 30 day period. <input type="checkbox"/> Copies of property tax assessments for value of property owned and proof of outstanding mortgage(s) for equity calculation. <input type="checkbox"/> Other statement showing total value of asset(s).
6. Proof of Income (Income proof is required for both yourself and your spouse (if applicable))
<input type="checkbox"/> Copies of last year's Income Tax Notice of Assessment AND detailed Income Tax Return (include all pages). If last year's annual income included income from self-employment , attach: <ul style="list-style-type: none"> <input type="checkbox"/> Statement of Income and Expenses from last year's Income Tax Return. If any income has been received from income assistance in the last 24 months, attach: <ul style="list-style-type: none"> <input type="checkbox"/> Confirmation from the Ministry of Housing and Social Development (formerly MEIA) providing the date that income assistance file was closed AND <input type="checkbox"/> Proof of current gross monthly income, from all sources (the last three consecutive cheque stubs, letter from employer or other income statement). If neither you (nor your spouse) had income from employment in the previous taxation year, but are now working , please attach: <ul style="list-style-type: none"> <input type="checkbox"/> Proof of all current gross monthly income, from all sources (copies of cheques, cheque stubs, letter from employer, employment insurance, cheque stub or other income statement).
For assistance call 604 433-2218 or toll free at 1-800-257-7756 from outside the Lower Mainland.