

Before submitting this 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 latter of the month in which they are received by the Rental Assistance Program or the month in which an applicant is deemed eligible.
- Incomplete applications will be held for up to 90 days to allow applicants time to gather missing documentation.
- After 90 days, incomplete applications may be cancelled and the applicant will be required to submit a new application with supporting documents.
- **Please do not submit original documents.**

<b>1. Income Tax Information</b> (Required for applicant and spouse, if applicable.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide consent for release of tax information from Canada Revenue Agency (CRA) on page 2 of this application; or</li> <li><input type="checkbox"/> Provide copies of last year's Income Tax Notice of Assessment <b>AND</b> detailed Income Tax return (include all pages); or T-slips from all income sources.</li> </ul> <p><b>Note:</b> If you are not able to find your Income Tax Return or Notice of Assessment you can submit a Proof of Income Statement (Option C print) from Canada Revenue Agency (CRA). This can be obtained by either logging into your CRA My Account at <a href="http://www.cra.gc.ca/myaccount">www.cra.gc.ca/myaccount</a> and printing your assessment or calling CRA at 1-800 959-8281.</p> <p><input type="checkbox"/> <b>Note:</b> If <b>bankruptcy</b> was declared within the last two taxation years, provide copies of the Income Tax Notices of Assessment and detailed Income Tax returns for both the pre- and post-bankruptcy.</p>
<b>2. Proof of Current Income</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of any regular ongoing funds from non-taxable sources (alimony, family support, on-reserve income, private disability pension, etc.)</li> <li><input type="checkbox"/> Proof of current income from all sources if you answered No to question 10c.</li> </ul>
<b>3. Bank Information for Direct Deposit</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Blank cheque marked VOID; or</li> <li><input type="checkbox"/> A Preauthorized Debit Form provided by your financial institution; or</li> <li><input type="checkbox"/> The Direct Deposit page included with this application completed by your financial institution.</li> </ul>
<b>4. Proof of status in Canada</b> (Proof is required for all family members.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Canadian birth certificate(s) for all family members born in Canada; and</li> <li><input type="checkbox"/> For family members not born in Canada, provide copies of Permanent Residence documents.</li> </ul> <p>Acceptable proof includes:</p> <ul style="list-style-type: none"> <li>▪ Record of Landing (IMM1000) or Confirmation of Permanent Residence (IMM5292); or</li> <li>▪ Any immigration document showing the date landed and the immigration code; or</li> <li>▪ Canadian Citizenship Card, if you have been a Canadian Citizen for more than eight years.</li> </ul>
<b>5. Students.</b> Children age 19 to 24 in full-time attendance at a school, university or vocational institution must provide proof of enrolment.
<b>6. Proof of Rent</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rent Receipt showing address, rent amount, date and landlord name; or</li> <li><input type="checkbox"/> Copy of recent Rent Increase Notice; or</li> <li><input type="checkbox"/> Copy of Lease or Tenancy Agreement (if signed within the past 12 months).</li> </ul>
<b>7. Proof of Assets</b> (Include all that apply.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Copies of bank statements from <b>all</b> bank accounts.</li> <li><input type="checkbox"/> Property tax assessments for value of property owned and proof of outstanding mortgage(s) for equity calculation.</li> <li><input type="checkbox"/> Other statement showing total value of asset(s).</li> <li><input type="checkbox"/> If you have shares in a business, please include proof of corporate shares.</li> </ul>
<b>8. Proof of self-employment</b> (If applicable.) <p>If last year's annual income included income from <b>self-employment</b>, attach:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Statement of Income and Expenses from last year's Income Tax return and all related worksheets (form T2125).</li> </ul>

**For assistance call 604-433-2218 or toll free at 1-800-257-7756 from outside the Lower Mainland.**