

Attachment 1: Eligibility and Household Income Review Form Template

Eligibility and Household Income Review

This is your income review package. You **must** fill it out and return it to Wahid at valuesuitesinfo@parkpropertyrentals.ca by __, __, **2026, 5pm**. Here is what to do:

1. Have one person fill out this form for all members of your household.
2. Ensure **Status in Canada** documents (see Schedule 2) are attached for all household members.
3. All members of the household 16 years of age or older **must**:
 - a. Report their income by submitting the most recent Canada Revenue Agency Notice of Assessment (annual tax return);
 - b. Sign the *Consent and Declaration* Form on the final page of this document.
4. If applicable, attach proof of enrollment in a recognized educational institution (see Schedule 3).

This form will allow your housing provider to collect and share the personal information that they will need to verify your income.

Please ensure that you have:

- listed all members of the household
- provided the correct documents

Return this form and all the documents to Wahid at valuesuitesinfo@parkpropertyrentals.ca by __, __, **2026, 5pm**.

If you have any questions or need help filling out this form,
please call Wahid at **647 – 970 – 5539**.

Household Information

A. Applicant Information (this will be the main contact for the household)

Applicant

First Name:Click or tap here to enter text. Last Name:Click or tap here to enter text.

Date of Birth (YYYY, MM, DD):Click or tap here to enter text.

Telephone No.:Click or tap here to enter text.Alternative Telephone No.:Click or tap here to enter text.

Current address

Unit/apt/suite: Click or tap here to enter text.Street Number and Name:Click or tap here to enter text.

City:Click or tap here to enter text. Province: Click or tap here to enter text.

Postal Code: Click or tap here to enter text.

Unit Type applied for:

Shared/Hostel ☐

Bachelor ☐

1 bdrm ☐

2 bdrm ☐

3 bdrm ☐

4 bdrm ☐

Fully Accessible/Barrier-free needed? Yes ☐ No ☐

If yes, Medical Verification form must be provided.

List all members of your household – Include everyone who would live in your unit.
Start with yourself.

	Last Name	First Name	Relationship to you (Spouse, child, etc.)	Date of Birth: Day/Mo/ Year	Status in Canada: Canadian Citizen Permanent Resident Convention Refugee or Refugee Claimant
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
6	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

B. Program Requirements

You may be eligible for the affordable housing program if you meet the following requirements:

- Have legal status in Canada;
- Do not have arrears with a social housing provider or do have arrears with an active payment plan in good standing;
- Have an enforceable removal order against you
- Do not own a home suitable for year round occupation; and
- Have a household income that is below the Household Income Limits (combined income not more than 4 times that annualized rent [4 x monthly rent x 12 months]).

Do you meet **ALL** these requirements? Yes ☐ No ☐

C. Verification from Canada Revenue Agency Notice of Assessment – Line 23600

Each member of the household 16 years of age or older **must** provide their *Canada Revenue Agency Notice of Assessment* (CRA NOA) from the prior calendar year.

If this document is provided, no other income verification documents are required.

	Last Name	First Name	CRA Tax Year	Line 23600
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
6	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Consent and Declaration

Please have all household members who are 16 years and older sign this form.

I confirm that all the information given about me in this form is true and complete.

I agree to allow Park Property Management Inc. to make inquiries to verify the information given about me in this Household Income Review. I permit any person, corporation, or social agency to release any required information to [housing provider name].

I understand that the housing provider does not have to notify me before giving information on this form, or in any attached documents, to the City of Toronto or to any government or organization with whom the City of Toronto has an agreement.

I understand that any information on this form or in any attached documents will only be given in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and associated regulations.

Signature of household member 1

Date

Signature of household member 2

Date

Signature of household member 3

Date

If you have any questions or concerns about the collecting and sharing of this information, please call Wahid at **647 – 970 – 5539**.

Schedule 1: Income Documentation – Exceptions to Providing the Notice of Assessment

Attach the applicable documentation to the Eligibility and Household Income Review Form if you are a Newcomer who has been in Canada for less than one year; or; you are homeless, or; you are 16 to 17 years old; and have not filed an income tax return for the most recent year.

Income	Proof required
Employment • Full-time, part-time, casual, seasonal • Overtime, shift premiums and vacation pay • Commissions, tips, bonuses • Illness and disability pay • Employment Insurance (EI) payments • Workplace Safety and Insurance Board • (WSIB) short-term payments • Strike pay	• A letter from your employer or agency indicating gross income or average earnings and length of employment. This letter must be signed and on the letterhead. It must include the name and phone number of a person to contact for verification, or • Pay stubs or a copy of pay cheques for at least 2 months. They must include the employer's name and address and show which pay periods are covered
Self-employment • Tutoring • Babysitting / child care • Taxi • Business • Other	Business licence holders should report whether or not they have received business income. • If self-employed for <i>less than one year</i>, a financial statement every 3 months. This statement does not have to be audited • If self-employed <i>over one year</i>, financial statements prepared by a public accountant, or an income tax return and notice of assessment from the previous year
Assets • Bank, trust or credit union accounts investments (stocks, bonds, shares, securities) • Guaranteed Income Certificates (GICs) • RRIFs and annuities • Savings Plan • Real estate (house, land, cottage) • Cash surrender value of life insurance	• A copy of bank passbooks for the last 2 months • T5 and T3s or investment statements or cheque stubs • A copy of a real estate appraisal • A copy of the policy or a letter from insurer stating cash surrender value

Pensions or Support • Old Age Security (OAS) • Canada Pension Plan (CPP) or Québec Pension Plan (QPP) • Guaranteed Income Support (GIS) or Guaranteed Annual Income System (GAINS) • Workplace Safety and Insurance Board (WSIB) long-term disability • Pensions: retirement pensions, other country • Spousal support, child support, separation payments received • War Veteran's Allowance, war reparations • Sponsorship agreement	• Cheque stubs or copy of cheques, or • Copy of pass book entries for previous 3 months or monthly bank statements if direct bank deposit, or • Letter from government agency issuing payment • Statement from Citizenship and Immigration Canada • Statement from government agency issuing payment
Social Assistance • Ontario Works (OW) • Ontario Disability Support Program (ODSP)	• Statement of Assistance

Schedule 2: Acceptable Status in Canada Documents

The following documents may be used as proof of status in Canada when applying for affordable rental housing. Canadian Status documentation must be provided for all members of the household included in the application.

- Canadian Birth Certificate or documentation from the Office of the Registrar General regarding application for replacement of a Canadian Birth Certificate
- Canadian Notice of Birth Registration Card
- A Statement of Live Birth for children age four (4) or under
- A certified copy of Statement of Live Birth
- Quebec and Newfoundland Baptismal Certificate
- Registered Indian Band Status (Native)
- Canadian Passport
- Canadian Citizenship Card or documentation from Citizenship and Immigration Canada regarding application for replacement of a Citizenship Card, or acknowledging application for Canadian Citizenship
- Canadian National Defence Card
- Permanent Resident Card
- Canadian Citizenship Certificate
- Permanent Resident Document or documentation from Citizenship and Immigration Canada acknowledging application for permanent status in Canada, i.e., on-line application confirming application accepted and being processed
- Landed Immigrant Status documents including date of landing
- Immigration documents indicating Convention Refugee, Protected Person Status or Refugee Claimants such as acknowledgement of Convention Refugee Claim, Eligibility Certificate, Notice to Appear, or Notice of Decision

A completed and signed form from a representative of a registered ID clinic confirming that the client applied for proof or replacement of the following:

- Record of Landing
- Birth Certificate
- Statement of Live Birth for children under the age of 4

A support letter from a representative of an agency or legal clinic confirming that the client applied for permanent status in Canada must be accompanied by:

- A copy of a cheque or money order payable to Immigration Canada with proof of receipt by Immigration Canada (such as cancelled cheque)
- A copy of an online application with Immigration Canada (must include confirmation of receipt)



Schedule 3: Acceptable Proof of Enrollment in Recognized Educational Institution Documents

The income of a household member who is enrolled in full-time studies at a recognized educational institution, is exempt from the total income calculation, provided that proof of enrollment is provided. A recognized educational institution is any of the following:

- a school as defined in the *Education Act* (Verify using the [school finder](#).)
- a university (Verify using the [OSAP website's](#) search tool for approved universities.)
- a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002* (Verify using the [Ministry of Colleges and Universities website](#).)
- a private career college, as defined in the *Private Career Colleges Act, 2005* (Verify using the [Private Career College Search Service](#).)
- a private school as defined in the *Education Act* (Verify using the [Ministry of Education's website](#), which applies only to Ontario schools.)
- online and in-person high school credit courses (Verify using the [ILC website](#).)
- home schooling for students aged 16 years or older (Verify using an annual letter of approval from the local school board.)

Full-time attendance means taking at least 60% of a full course load. For a student with a permanent disability, full-time attendance means taking 40% of a full course load. To document full-time school attendance, the student must provide the following, as applicable:

- for secondary school, **one** of the following—
 - a letter from the principal or registrar
 - a certified timetable
- for post-secondary institutions, **one** of the following—
 - a document from a funding agency that outlines the name of the educational institution and the number of courses the student is taking
 - a confirmation of enrolment prepared by an educational institution
 - a receipt from the educational institution showing the tuition fees paid