



Income and Assets Definitions

The following lists provide some of the possible sources of income as well as the usual documentation required by WoodGreen Community Housing to verify the income. If you are unable to provide the documentation or have questions, please call (416)925-9871 ext. 4903.

INCOME or ASSETS	PROOF REQUIRED FOR ALL TENANTS
EMPLOYMENT	
<ul style="list-style-type: none"> • Full-time, part-time, casual, seasonal, overtime • Commissions, tips, bonuses • Illness and disability pay 	<ul style="list-style-type: none"> • Letter from employer or agency indicating gross income or average earnings and length of employment; or • Pay stubs (for at least two consecutive months) provided they have some identifiable information on them, or copy of cheque; or WoodGreen Community Housing can provide you with a "Proof of Employment Income" form for your employer to fill out
SELF-EMPLOYMENT	
<ul style="list-style-type: none"> • Tutoring • Babysitting/Child Care • Taxi • Business • Other 	<ul style="list-style-type: none"> • Self-employed <i>less than one year</i>: <ul style="list-style-type: none"> - Affidavit of earnings and expenses sworn before a Notary Public or Commissioner of Oaths. • Self-employed <i>over one year</i>: <ul style="list-style-type: none"> - Financial statements prepared by a public accountant; or - Certified income tax return, and CCRA notice of assessment, from the previous year
PENSIONS AND ALLOWANCES	
<ul style="list-style-type: none"> • Old Age Security (OAS) • Canada/Provincial Pension - CPP, QPP • Pensions - Widow's, Retirement, War Disability, other Country • War Veteran's Allowance (DVA) • Training Allowances 	<ul style="list-style-type: none"> • Cheque stubs or copy of cheque (OAS); or • Direct bank deposit <ul style="list-style-type: none"> - copy of pass book entries for previous 3 months or monthly bank statements; or - letter from government agency issuing cheque • Statement from Canada Employment and Immigration or employer
ASSETS	
<ul style="list-style-type: none"> • Interest and dividends from all investments (stocks, bonds, bank/trust/credit union accounts, shares, securities, annuities) • Registered Retirement Savings Plan (RRSP) • Real Estate (house, land, cottage) • Guaranteed Income Certificates (GIC's) • Life Insurance (with a cash surrender value) 	<ul style="list-style-type: none"> • Completed "Proof of Assets" form or copies of bank passbook(s) for the last two months for bank accounts only • Copy of RRSP Statement • Copy of Real Estate Appraisal(s) • Copy of Certificate(s) • Copy of Insurance Policy(ies) • Copy of T3 or T5 tax form

SUPPORT INCOME/PAYMENTS

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| <ul style="list-style-type: none">• Workplace Safety and Insurance Board (WSIB)• Employment Insurance (EI)• Compensation for Victims of Crime Act• Alimony, child support, separation• Ontario Student Award Program (OSAP) | <ul style="list-style-type: none">• Cheque stub or letter from government agency• Sworn affidavit with both the applicant and ex-spouse's signatures or legal document or letter from lawyer• Copy of assessment form and confirmation of other earnings |
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SOCIAL ASSISTANCE

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| <ul style="list-style-type: none">• Ontario Works (OW)• Ontario Disability Support Program (ODSP) | <ul style="list-style-type: none">• Copy of Drug card and cheque stub |
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