



Regina Housing Authority

# RENT REDUCTION/CHANGE OF INCOME APPLICATION FORM

Please check one:

**RENT REDUCTION (Due by 10<sup>th</sup>)-** if tenants have a hardship and income has decreased over the past three months. Applications must be received by the 10<sup>th</sup> of the month (no exceptions) to qualify for a reduction for the following month (if the 10<sup>th</sup> falls on a weekend or stat holiday, the last day will become the business day prior to the 10<sup>th</sup>). Tenants are only entitled to 1 rent reduction each 3-month period – up to 4 within a calendar year. To qualify, tenants require a change in income that results in a difference of more than \$50 & the lease rent is more than 35% of the current income.

**CHANGE OF INCOME (on or off assistance)-** if tenants either start or stop receiving Income Assistance benefits from (SAP, SAID, SIS, TEA or PTA) they MUST report the change and verification of their new income immediately to RHA.

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

| List every member of the household: | Age |   | Age |
|-------------------------------------|-----|---|-----|
| •                                   |     | • |     |
| •                                   |     | • |     |
| •                                   |     | • |     |
| •                                   |     | • |     |
| •                                   |     | • |     |

\*Any child 18 years or older must provide verification of their working income or that they are enrolled as a full time student (3 classes or more). See the back of this form for types of income verification required.

**For Month of:** \_\_\_\_\_

| Name: | Source of Income: | Gross Monthly Income: |
|-------|-------------------|-----------------------|
|       |                   |                       |
|       |                   |                       |
|       |                   |                       |

**For Month of:** \_\_\_\_\_

| Name: | Source of Income: | Gross Monthly Income: |
|-------|-------------------|-----------------------|
|       |                   |                       |
|       |                   |                       |
|       |                   |                       |

**For Month of:** \_\_\_\_\_

| Name: | Source of Income: | Gross Monthly Income: |
|-------|-------------------|-----------------------|
|       |                   |                       |
|       |                   |                       |
|       |                   |                       |

SAP  SAID  SIS  TEA  PTA

Month of: \_\_\_\_\_ \$ \_\_\_\_\_  
Month of: \_\_\_\_\_ \$ \_\_\_\_\_  
Month of: \_\_\_\_\_ \$ \_\_\_\_\_

I authorize Regina Housing Authority to release/obtain information to/from the Ministry of Social Services regarding my rental circumstances.

Signature Tenant #1      Signature Tenant #2

Name and Ph# of Income Assistance Worker

**Child Support – per month - \$** \_\_\_\_\_

**Maintenance Enforcement Agreement (provide copy)**  
 **Verbal or Written Agreement:** If these payments vary please provide your payments for each of the last three months:

Month of: \_\_\_\_\_ \$ \_\_\_\_\_  
Month of: \_\_\_\_\_ \$ \_\_\_\_\_  
Month of: \_\_\_\_\_ \$ \_\_\_\_\_

**GST - \$** \_\_\_\_\_  **Child Tax Benefit- \$** \_\_\_\_\_  
 **Employment Supplement - \$** \_\_\_\_\_  
 **Rental Housing/Disability Housing supplement - \$** \_\_\_\_\_

I/We Certify, that to the best of my/our knowledge and belief, the above information is accurate and complete. I/We hereby authorize the Regina Housing Authority to obtain verification of all sources of income for all residents of the household. I acknowledge that Regina Housing Authority will not be sending a reminder letter when my rent reduction expires. I acknowledge that it is my responsibility to ensure that I apply for a rent reduction and supply all required information by the date reflected on my Notice of Rent Reduction Letter or by the 10<sup>th</sup> of the month to qualify for a rent reduction for the following 3 months.

I confirm that I have read this form completely and I understand if all required information is not submitted that a rent reduction will not be granted by Regina Housing Authority.

Signature Tenant #1

Signature Tenant #2

Date

For Office use only:

Advised all information here     Advised information missing     No discussion exchanged     Dropped off and left  
 Client states that all other missing information is already on file     Dropped off by someone other than tenant

Other/Comments:

**IMPORTANT – PLEASE READ CAREFULLY**

**Please identify your current situation and use the guidelines to help you understand what information we require from you. If you are uncertain what information is required, please ask for assistance from the staff. RENT REDUCTIONS WILL NOT BE GRANTED UNLESS ALL REQUIRED INFORMATION IS ATTACHED TO YOUR APPLICATION FORM. Rent Reduction Applications must be into the RHA office no later than the 10<sup>th</sup> of the month. If the 10<sup>th</sup> falls on a weekend or Stat holiday, it must be in office by the last business day prior to the 10<sup>th</sup>. NO EXCEPTIONS!**

**If your source of income is not indicated below or you have questions, please contact our office.**

**War Veteran's Pension:** Provide verification of your current monthly amount.

**Pension Income (CPP/OAS/Private/Disability etc.):** Provide verification of your current monthly amount. For OAS/ CPP contact Service Canada at: 1-800-277-9914

**Working Income:** You must submit this information for each working member of the household:

- Pay stubs reflecting the last three months. If you are missing stubs or did not receive full pay within your three-month time frame, you will be required to have your employer fill out an income verification form which can be obtained at the RHA office. (Example: Only received one stub in a month when you are normally paid bi-weekly)

**\*\*\*\*If you have two or more jobs:**

- You must submit complete verification from each job you have. If you do not have complete verification from each job you will be required to have your employer fill out an income verification form which can be obtained at the RHA office. If for any reason you discontinue to work at one of your jobs, please refer to section "Job Termination".
- We will go by the deposit date or (Pay Date) on your pay stubs, if there is no date showing when your money was deposited into your account we will go by the Pay period indicated on your stubs. **If you are paid monthly** - submit the last three pay stubs you have received (check to see if you have a deposit date on your stubs, otherwise we will use your pay period); **If you are paid Semi-monthly** – submit two pay stubs for each month; **If you are paid bi-weekly** – submit all stubs received during your three-month time frame. (If paid three times in one month all stubs must be submitted.); **If you are paid weekly** – submit all stubs received during your three-month time frame.

**\*\*If any children are out of high school and full time students you will need to provide verification that they are full time students (3 classes per semester is considered to be full time)**

**Income Assistance Programs (Includes the Social Assistance Program (SAP); Transitional Employment Allowance (TEA), Provincial Training Allowance (PTA); the Saskatchewan Assured Income for Disability (SAID) or the Saskatchewan Income Support Program (SIS): Rent will be calculated at the TIER A shelter rate for ALL programs**

- Going ON SAP, TEA, SAID or SIS: Provide letter of verification of program and pay stub with benefit breakdown
- Going OFF SAP, TEA, SAID or SIS: assistance- must provide a letter from the program indicating when benefits ended and provide the new source of income.
- For PTA: A copy of your PTA letter indicating your training period.

**"PARTIAL ASSISTANCE" ~ Social Services "Plus" any other source of income:**

- If you are receiving part of your income from Social Services and part of your income is from employment or any other source, you will be required to bring in verification of your income and verification you are still on an Income Assistance for the last 3 months \*\* YOUR WORKING INCOME MUST BE OVER \$1300 GROSS TO HAVE RENT REDUCED TO INCOME, OTHERWISE RENT WILL BE BASED ON THE TIER A SHELTER RATE.

**\*\*You MUST notify and fill out a new application form each time you start or stop receiving ANY benefits from Social Services**

**Student Loans:** You must provide Pages 1, 2 & 3 of your Assessment Data information from Student Loans. This provides us with the length of your course and shows us the breakdown of your benefits. If at anytime you have applied for a new student loan or an extension you must provide this information to our office. This will ensure the most current information is on file. If your most current information is not on file, you will not qualify for an adjustment.

**Band Funding:** Provide verification from your Band of your monthly income as well as the time frame you will be funded for.

**Employment Insurance or Maternity/Parental/Sick Leave:**

- You will need to provide verification of your that you are in receipt of Employment Insurance benefits and the Gross amount. You must notify RHA if there are any changes to your benefits (including but not excluded to start and end dates, amounts or types of benefits, ie: from sick leave to maternity etc.) This will ensure your most current information is on file. **If your most current information is not on file, you will not qualify for a rent reduction**

**Employment Insurance Benefits and Receiving Working Income at the same time:**

- You will need to provide verification that you are in receipt of Employment Insurance benefits as well as submit all of your Gross E.I payments for each month required and submit all applicable pay stubs to verify your working income (refer to Working Income).

**WCB (Workers Compensation Benefits):** Provide verification of benefits as well as the time frame you will be receiving benefits for.

**Self Employment:**

- If you have just started self employment you will need to provide a detailed statement of business Income showing your gross business earnings minus your business expenses and your net profit. You will need to contact Canada Revenue Agency to find out what you are eligible to use as expenses. Every time you submit a rent reduction application you will need to provide all months of self employment income that have not already been submitted. Once your business has been active for a year, your net income off your Income Tax Return will be used and you will not be eligible to have your rent reduced based on a fluctuation of business income.

**Baby Sitting Income:**

- You will need to provide receipts for the last three months from each client you have. If you do not have all of your receipts, you will not qualify for a rent reduction. If you are going to be considering this as self-employment when you file your Income Tax Return, please see "Self Employment" for further instruction. \*You must have a business license and approval from RHA to operate a Daycare out of your home.

**No Income:**

- All adult members declaring no source of income, other than Child support, GST and/or Child Tax Benefit for any of the requested months, must sign a Statutory Declaration. You must complete this declaration each time you complete a rent reduction or rent review form and you declare no working income any time period. \*\*Please note that if there is no working income for the entire household, you will only be entitled to have your rent reduced for 1 month. \*\*

**Job Termination including change of Job, resignation, lay off or dismissal:**

- You must provide a copy of your record of employment (ROE). If you were not provided with a record of employment you will have to sign a Statutory Declaration in the interim stating, you are no longer employed. You will be required to bring in a ROE by the end of that month or you will not be entitled to a rent reduction. You will also be responsible to ensure you have applied for Employment Insurance and provide that documentation to RHA.

**Child Support:**

- If child support is your only income you will need to provide documentation such as a written agreement from the child's other parent or documentation from Maintenance Enforcement confirming your monthly support. If you do not consistently receive the same amount in child support each month you must break it down on your rent reduction application form what you have received for the months requested (this excludes Maintenance Enforcement payments). If you have not received child support for some or any of the requested months you will need to sign a Statutory Declaration and provide written documentation from the child's other parent advising of no payments (excludes Maintenance Enforcement Agreements). You must complete this declaration each time you complete a rent reduction/change of income application.

**Statutory Declaration**

- This is a Legal Document signed by a Commissioner for Oaths in our office. When signing a Statutory Declaration, you are making a sworn statement. \* Please note that from 12pm thru 1:15pm there may not be a Commissioner of Oaths available\*

**IT IS FRAUDULENT TO MAKE A FALSE DECLARATION. ANY FALSE DECLARATION WILL RESULT IN TERMINATION OF YOUR LEASE AGREEMENT.**