

## Income Verification for Rental Assistance Program (RAP) Applicants

For processing the application for Rental Assistance Program (RAP), **ALL THREE** listed documents should be attached to the application:

- 1. **Notice of Assessment:** a copy of the Notice of Assessment from Canada Revenue Agency for all adults in subsidized units.
- 2. **Bank Statements:** three most recent statements from all accounts for all residents over 19.
- 3. **Proof of Income:** for further details on proof of income, see the table on the back of the page.

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INSTRUCTIONS ON PROOF OF INCOME	
<p><b>EMPLOYMENT INCOME</b></p> <p>A. Current pay stubs</p> <ul style="list-style-type: none"> <li>At least the three most recent consecutive</li> <li>No older than three months</li> <li>If your income varies significantly (by more than 20%), please submit at least six (6) paystubs</li> </ul> <p>B. Letter from Employer stating gross income and how often you are paid on company letterhead, supported by one paystub.</p>	<p><b>MAINTENANCE/ALIMONY/CHILD SUPPORT/ORPHAN'S BENEFITS</b></p> <p>A. Photocopy of court order</p> <p>B. Photocopy of cheque</p> <p>C. Letter from payer</p> <p>D. Record of payments from the Family Maintenance Enforcement Program</p>
<p><b>EMPLOYMENT INSURANCE</b></p> <p>A. Current benefit statement</p> <p>B. Memo or letter from EI office</p>	<p><b>PRIVATE PENSION/WCB/ VETERANS AFFAIRS/ SUPERANNUATION/ RRIF</b></p> <p>A. Statement of Entitlement from provider of company pensions, private pensions, foreign pensions (converted to Canadian dollars) and Superannuation</p> <p>B. For RRIF: Copies of all T4RIF's</p>
<p><b>BC BENEFITS</b></p> <p>A. Current cheque stub (If support and shelter amounts are printed on stub)</p> <p>B. Letter/form from the ministry stating shelter amounts actually received</p>	<p><b>SELF EMPLOYED AND SEASONAL WORKERS (INCLUDES TEACHERS)</b></p> <p>A. A copy of Revenue Canada working papers including the Schedule of Business Activities sometimes also called the Statement of Income and Expense, along with schedules related to capital costs and auto expenses.</p> <p>B. Notice of Assessment from Canada Revenue Agency</p> <p><i>*Please note CMHC does not allow a business loss to be deducted from other income.</i></p>
<p><b>GOVERNMENT PENSIONS</b></p> <p>A. Written confirmation of Canada Pension. Old Age Security benefits, Guaranteed Income Supplement and or Spouse's allowance.</p> <p>Call 1-800-277-9914 and ask for BENEFITS LETTER (there is no charge)</p>	<p><b>OTHER TYPES OF INCOME</b></p> <p>A. Student GRANT/BURSARY/AWARDS if non repayable Documentation from provider, showing amounts and dates</p> <p>B. TIPS: tax return or letter from member</p> <p>C. Foster care/ Respite Care Services</p> <p>D. Worker's Compensation</p> <p>E. Casual labour: contact co-ordinator</p>
<p><b>INTEREST INCOME/ INVESTMENT INCOME</b></p> <p>A. Letter from banking institution</p> <p>B. T-5 form</p>	<p><b>STUDENT REGISTRATION (for residents over 19)</b></p> <p>A. Letter from post secondary institution</p> <p><i>*Contact office for form letter</i></p>
<p><i>Note: The first item listed under each category is the most preferable proof of income, and the others will be sufficient if the first item is not available.</i></p>	