



Rent-Geared-to-Income Housing Form
Adding a Member to a Housed Household

RETURN BY: _____

Rent-Geared-to-Income Information

- All members of the household must be a Canadian citizen, Landed Immigrant, Refugee or Refugee Claimant.
- No member of the household is currently under a deportation, departure or exclusion order to leave Canada.
- At least 1 person in your household must be 16 years of age or older.
- No member of the household owes money to any social housing provider.
- No member of the household has been convicted of an offence in relation to RGI assistance or found by a court of law or the Landlord and Tenant Board to have misrepresented their income for the purpose of RGI assistance.
- Your income and assets must be within the allowable limits.
- If you own a house or rental property, you must agree to sell it or terminate the lease within 180 days of being housed.
- You must be able to live independently, and make your own arrangements for support services.
- You must report any changes to this information directly to the District of Muskoka Housing office.
- You must update your information at least once per year.
- Failing to provide updated information when requested may result in loss of subsidy

Instructions for Completion of this Form

1. Please print clearly in block letters. All areas of the form must be completed. If it is returned to us with all areas not completed, by the date noted in the cover letter for this package, you could cease to be eligible for rent-geared-to-income assistance.
2. All household members 16 years of age and older must sign this form.
3. The completed form must be returned to your Housing Provider, **along with all other documents noted in section 5.**
4. You may submit your documents by:

Fax: 705-645-4272
Email: communityhousing@muskoka.on.ca
Mail: 70 Pine Street, Bracebridge, Ontario P1L 1N3

Drop Box:
70 Pine Street, Bracebridge, Ontario
141 Main Street, Gravenhurst, Ontario
1 King William Street, Unit 5, Huntsville, Ontario

SECTION 1: ADDRESS INFORMATION

Please provide rental unit address.

Please provide mailing address, if different from rental unit address.

Street Name	Unit Number	Town	Postal Code
Email Address		Phone Number - Home/Mobile	Phone Number - Work
Mailing Address if Different from Above			

SECTION 2: HOUSEHOLD INFORMATION

Please provide information about all adults and children who live in the unit.

#	NAME	DATE OF BIRTH			SEX M/F	SOCIAL INSURANCE NUMBER	RELATIONSHIP
		M	D	Y			
1	Head of Household						
2	Head of Household (if 2)						
3							
4							
5							
6							

Copies of Birth Certificates are required for all NEW members

SECTION 3: ADDITIONAL INFORMATION

Please provide a copy of your most current custody documentation.

Is a baby expected? Yes No If yes, date expected: _____

Has anyone on the form ever lived with a social housing provider? Yes No

If yes, where? (please provide address): _____

If yes, when? (please provide time frame): _____

SECTION 4: EMERGENCY CONTACT INFORMATION

Name of Person to Be Contacted in Emergency	Address	Phone Number	Relationship
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SECTION 5: INCOME AND ASSETS

Please indicate the following information for all Household Members over 16 years of age according to the Notice of Assessment from Canada Revenue Agency (CRA):

INCOME:

Name of Applicant	Line 15000	Line 23600	Year
Applicant #1			
Applicant #2			
Applicant #3			

ASSETS:

To be eligible for RGI, you cannot have assets of more than \$50,000 if you are a single person or more than \$75,000 if you are a family.

Some assets are not considered. These include personal items such as clothing and furniture, vehicles, a Registered Retirement Savings Plan (RRSP), and income from a Registered Disability Savings Plan (RDSP).

Applicants who own property, must provide a written appraisal of the property and / or the tax bill.

Depending on the type of property, applicants will be expected to sell the asset within 180 days.

ASSETS – VALUE				
STATEMENT OF ASSETS	Applicant # 1	Applicant # 2	Applicant # 3	Others on Application
Bank, Trust Company, Credit Union and Any Other Accounts				
Stocks, Bonds, GICs, Debentures and Other Securities/ Certificates				
RRSPs, Annuities				
Rent Revenue				
Business Assets (e.g. partnership, franchise, self-employment, etc.)				
Monies Owed to You (over \$500.00)				
Assets Transferred				
Value of Real Estate Owned (e.g. Building, Trailer, Farm, Land)				
Other Assets (Specify)				
Total Assets	\$	\$	\$	\$

In general, the RGI calculation will be completed only once per year with your annual RGI eligibility review. The RGI amount will be based on **30% of adjusted family net income**, obtained from line 23600 of the total household members’ most recent **Canada Revenue Agency (CRA) Notices of Assessment**.

Households receiving Ontario Works (OW) or Ontario Disability Support Program (ODSP) income will continue to have their RGI amount assessed using the OW and ODSP rent scales.

Adjustments will be made for utility charges and allowances, employment-related earnings deductions, Registered Disability Savings Plan (RDSP) income, and income of household members who are in full-time attendance at recognized educational institutions.

You must submit the CRA Notice of Assessment for all household members 16 years of age and older to keep your RGI subsidy.

