



## Rent-Geared-To-Income

### Annual Review Checklist

**Starting July 1, 2020**, new provincial rules to **simplify calculation of geared-to-income rent (RGI)** will be phased in for all RGI tenants in The District of Muskoka (District). New provincial rules for **increases to minimum rent amounts** will also be phased in.

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 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.**

**Please submit these documents for all household members 16 years of age and older:**

- Annual Review Form** (enclosed) – completed, signed, and dated
- CRA Notice of Assessment – Most Recent Tax Year**
- Tax Return Summary or CRA Proof of Income Statement – Most Recent Tax Year**
- RDSP Slip (T4A)** (if applicable) – **Most Recent Tax Year**
- ODSP Statement of Assistance** (if applicable) – **current**
- Ontario Works Statement of Assistance** (if applicable) – **current**
- Proof of Full-Time Attendance at Educational Institution** (if applicable) – **current**
- Investment Statements** (if applicable) – **current**

If your income has changed significantly since your most recent CRA Notice of Assessment, please submit documents which detail the change.

You may submit your documents to the District's Housing office by:

Fax: 705-645-4272  
Email: [communityhousing@muskoka.on.ca](mailto: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