

Rent Assistance Benefit Annual Income Review

- The Alberta Social Housing Act and Regulation require an annual income and household composition review to determine ongoing eligibility for rent assistance benefits (RAB).
- Please ensure that all information and documents are submitted with this form.
- The primary rent assistance benefit recipient(s) must sign this completed form.
- All additional forms are available on our website at www.homelandhousing.ca.
- Please submit this completed form to Homeland Housing by email, mail, fax, or in person at our office.
- If you complete this form on paper, please print it clearly with ink.

Section One – Personal Information				
First Name		Last Name		Preferred Name (if different)
Unit No.	Street Address	City	Province	Postal Code
Home Telephone No.	Mobile Telephone No.	Email Address:		

Section Two – Household Information		
Please list the full legal names of all people who live with you. Provide information as it appears on government-issued identification. If you need more space, please attach additional pages. If any household member 15 years or older is a student, please submit proof of school enrollment.		
First Name(s)	Last Name(s)	Student
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No

Section Three – Income Verification

What is your total gross household income per month from all sources?

For household members between **15 and 64 years of age**:

- Please check all sources of income received by all household members, including yourself, and include the most recent required documents as proof of each source of income with this checklist.

For household members **65 years of age or older**:

- Please submit your most recent Notice of Assessment from Canada Revenue Agency showing the amount of Line 15000; or
- If you do not have a Notice of Assessment, include the most recent required documents as proof of each source of income with this checklist.

Source of Income	Documents to Submit
Employment Income	Pay stubs or documentation from your employer showing income earned during the past three months.
Employment Insurance	My Current Claims from My Service Canada Account and Record of Employment.
Self-Employment or business income (including income from driving a taxi/Uber or owning a business	Financial Statement for three months completed by an accountant or a Statement of Income and Expenses form with relevant receipts.
Income Support (e.g., social assistance, Alberta Works, Learner Income Support)	Alberta Works or Income Support budget showing the amount and household members and Learner Income Support or Skills Investment Bursary Notice of Assessment showing the start and end date and total amount of student funding if applicable.
Assured Income for the Severely Handicapped (AISH)	AISH Health/Medical Budget Benefit card showing the amount and household members.
Refugee Resettlement Assistance Program	Immigration, Refugees, and Citizenship Canada documentation with start and end date and amount per month.
Government Tax Benefits (e.g., GST credit, Canada Child Tax Benefit)	Government Benefits Notice from Canada Revenue Agency.
Government Family Support (e.g., kinship care, foster care, Child and Youth Support program)	Documentation from government showing a breakdown of the amount received.
Child Support	Creditor Statement of Account from Maintenance Enforcement, court order or agreement, or letter from parent paying support.

Source of Income	Documents to Submit
Partner/Spousal Support	Creditor Statement of Account from Maintenance Enforcement, court order or agreement, or letter from parent paying support.
Student Loans	Documentation from Alberta Student Aid.
Student awards, scholarships, bursaries, or grants	Documentation from awarding organization showing the amount.
Canada Pension Plan (including survivor, children, or disability benefits)	My Service Canada payment printout or a T4A(P).
Old Age Security (OAS), Guaranteed Income Supplement (GIS).	My Service Canada payment printout or a T4A (P).
Alberta Seniors Benefit	Documentation from the government showing the gross amount per month or a T5007 (Statement of Benefits).
Private Pension	Documentation from pension provider of annual or monthly gross income or T4A (Statement of Pension, Retirement, Annuity, and Other Income).
Treaty/Band Funding	Documentation with funding amount and the start and end date.
Workers Compensation Board	Documentation from WCB with amount and start and end date.
Short Term or Long-Term Disability Income	Documentation from the insurance provider of annual or monthly gross income (long term) or from the employer indicating the benefit amount and the start and end date (short term).
Support from Family or Friends	Signed and dated letter from a family member or friend providing support with the amount per month.
Investments	T5 Statement of Investment Income.
No Income	There are no sources of income.

Section Four – Rental Information				
Please provide current details about where you live. If your rent has changed since your last annual review, please attach a copy of the residential tenancy agreement (lease) showing the new amount or a copy of the Notice of Rent Increase signed by your landlord.				
How many bedrooms are the home you live in? How much is your rent per month?				
Current Landlord	Landlord Address	City/Town	Province	Postal Code
Landlord Telephone No.	Landlord Email			

Section Five – Emergency Contact(s)		
Please list people we can contact for or with information about you in an emergency.		
Emergency Contact 1:		
First Name	Last Name	Relationship
Main Telephone No.	Alternate Telephone No.	
Emergency Contact 2:		
First Name	Last Name	Relationship
Main Telephone No.	Alternate Telephone No.	

Section Six – Authorization		
All primary rent assistance recipients must sign the section below.		
I/We authorize Homeland Housing to may inquiries necessary to any government office, organization, agency, or individual for the purposes of verifying the information provided in this form.		
I/We declare that the information provided is true and complete. I/We understand:		
<ul style="list-style-type: none"> • Failure to respond to requests for additional information or documentation by Homeland Housing may result in rent assistance benefits being canceled. • Providing false or misleading information to Homeland Housing may result in rent assistance benefits being canceled. • It is my/our responsibility to keep Homeland Housing updated on any changes to my/our circumstances or personal information provided in this annual income review. 		
Print Name	Signature	Date (dd/mm/yyyy)

This personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and/or in accordance with any applicable agreements in place. Personal information collected on this form is used for the purposes of administering the Rental Assistance and Temporary Rental Assistance Benefit programs. Limited information may also be used by Homeland Housing and/or provided to the Minister of Seniors, Community and Social Services for the purpose of developing programs, activities or policies (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. Your information will be treated in accordance with the privacy provisions of Part 2 of the FOIP Act. If you have any questions, please contact our FOIP Coordinator at 780.939.5116 or at info@homelandhousing.ca.