

Guide For Income Testing New Tenants for Affordable Housing Units

Please use this guide to income test new tenants to determine eligibility for affordable housing units. Housing providers will save income-testing documents for any new tenants and include these documents in an annual report to the Region of Waterloo.

The Region of Waterloo annually sets income limits for new tenants. Current income limits by bedroom type, are listed on the Property Tax Exemption for Affordable Housing webpage and existing housing providers are annually notified.

Only new tenants are to be income tested, existing tenants are NOT required to be income tested.



Region of Waterloo

Definition of Income: 'Income' means **all** income (i.e. gross income), benefits, and gains of every kind and from every source.

Examples of Income and Written Proof

Employment Related Income Two months of pay stubs, or a completed employment verification form for:

- Full-time, Part-time, Irregular, Casual, Seasonal, Odd jobs
- Overtime earnings, separation/vacation pay
- Commissions and bonuses
- Tips and gratuities

A statement showing how much and how often you get payments, or a copy of cheque stubs for:

- Disability / Sickness pay
- Long term income protection payments
- Workplace Safety & Insurance Board (WSIB)
- Employment Insurance Payments (EI)

Self-Employment Income Provide a certified copy of your most recent tax return including the Statement of Business activities and notice of assessment

- Examples of self employment include but are not limited to: Tutoring, Music Teaching, Child Care, Babysitting, Taxi, Business, etc.

Social Assistance Income A copy of cheque stub and drug card

- Ontario Works (OW)
- Ontario Disability Support (ODSP)

Pensions and Allowance Income A copy of statement of entitlement, cheque stubs, or bank statements which show how much and how often you get paid

- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Guaranteed Annual Income Supplement (GAINS)
- Canada Pension Plan (CPP)
- Quebec Pension Plan (QPP)
- Social Security (other countries)
- Widow's Pension
- Company Pension
- Private Pension
- Public Service Plan
- Civilian War Pensions
- Disability Pension
- War Veterans Allowance (D.V.A.)
- War Veterans Allowance (other countries)

Pensions and Allowance Income (continued)

- Military or Militia or Civil Defense Allowance
- Training / Retraining Allowances

Other Income Copies of statements, cheque stubs, bank statements, legal agreements or other proof of income

- Insurance payments
- Student grants/bursaries, OSAP
- Provincial or municipal payments
- Payments under compensation for Victims of Crime Act
- Mortgage income
- Payments from Public Guardian and Trustee
- Payments from Children's Aid Society or Catholic Children's Aid
- Separation payments
- Alimony payments
- Support payments (for spouse or child)
- Support from relatives or other sources/Sponsorship
- One-time lump sum payments (inheritances, court and out-of-court settlements)

Income Information			
Income			
Fill in the monthly income (before deductions) for you and each person in your household 16 years of age and older. See page 1 of this guide for examples of possible income.			
SOURCE OF INCOME	Applicant Gross Monthly Amount	Co-Applicant Gross Monthly Amount	Other Household Member Gross Monthly Amount
Employment	\$	\$	\$
Self-Employment	\$	\$	\$
Employment Insurance (EI)	\$	\$	\$
Workers Safety Insurance Board (WSIB)	\$	\$	\$
Ontario Works (OW)	\$	\$	\$
Ontario Disability Support Program (ODSP)	\$	\$	\$
Old Age Security (OAS) / Supplement	\$	\$	\$
GAINS "A" / GIS	\$	\$	\$
Canada Pension Plan (CPP/QPP)	\$	\$	\$
Other Country Pension	\$	\$	\$
Other Pension(s)	\$	\$	\$
Support Payments <input type="checkbox"/> Received <input type="checkbox"/> Paid	\$	\$	\$
Grant/Bursary	\$	\$	\$
Other income (give details):	\$	\$	\$

Please attach proof of income.