

## Applicant Information Sheet – Financial Documentation

### **IMPORTANT: ILLEGAL DRUGS & GANG ACTIVITY ARE NOT PERMITTED ON OUR PREMISES**

Thank you for your interest. Please complete and sign the Application Form and Utility Consent Form (on the reverse of this sheet) and return with the financial information listed below as it applies to you.

#### **FOR ALL APPLICANTS AND FAMILY MEMBERS OVER 18 YEARS OLD:**

- A copy of your most recent Income Tax Return Summary or T1 General (bring the page that shows LINE 150 only)
- **AS WELL AS** a copy of your Notice of Assessment from the Canada Revenue Corporation. You can have your tax preparer fax this information to the office at 306-862-3672.  
**OR**
- You can provide a Proof of Income Statement (“option C”) from Canada Revenue Corporation (CRA)
  - You can access this online through your CRA ‘My Account’
  - OR you can call the CRA directly at 1-800-959-8281 and have a copy of the “Option C” printout mailed directly to you. This should only take a week or two to arrive.
  - OR you can fax a request to the CRA – this form is available at our office. Please note that it may take 4-6 weeks to receive the required information

#### **Please also provide the following information as it applies to you:**

- **IF you are currently working or have worked in the past twelve months** we need copies of your most recent 12 month Pay Summary or Pay Stubs or a Summary of your income from your employer.
- **IF you are receiving EI**, please provide a copy of your Employment Insurance Benefit Statement for the past twelve months.
- **IF you are receiving Child Support**, a copy of your Child Support Maintenance for verification.
- **IF you are receiving Student Loan, Bursary, Grants, or ANY School funding** (e.g. East Side L.I.M.B.) we need a copy of letter of confirmation with payment schedule details.
- **IF you are currently receiving Social Assistance, we will require a copy of the Budget Summary of any Income Assistance Programs** (SAP, SAID, SIS & TEA) or the Letter of Acceptance from Provincial Training Allowance (PTA).

#### **FOR SENIOR APPLICANTS 55+**

#### **Please ALSO provide the following information as it applies to you:**

- A copy of your most recent Bank Statement showing your OAS and CPP deposited since July as well as any VETERANS’ PENSION & any other PRIVATE PENSIONS deposited.

**OR**

You may sign Financial Information Release form at the office that can be provided to your bank and have one of the bank representatives verify and fill in the pension amounts. The completed form can then be returned to our office.

**IF you are receiving Guaranteed Income Supplement (GIS)**, please bring in a copy of the letter from Service Canada that you received in July stating your most recent Old Age Pension amount.

**PLEASE NOTE: Tisdale Housing has a strict NO PET and NO VAPING & NO SMOKING policy**