

ANNUAL RENT REVIEW FORM

(Instructions on Page 2 / Commonly Asked Questions on Page 3)

Name : _____

Address : _____

Payment Account Number: _____

Calgary, Alberta _____

In order to review your rent and to determine your continued eligibility under the Community Housing Program, please complete this form and return it (with verification attached) to our office. Failure to comply and/or non-receipt of income verification will result in termination of tenancy.

NOTICE TO TENANT: This letter does not supersede, prevail over or affect in any manner a Notice of Termination of Tenancy served on you pursuant to the Residential Tenancies Act S.A. 2004, c. R-17.1, as amended.

HOME PHONE _____ BUSINESS PHONE _____ CELL PHONE _____

I/WE DECLARE that our/my income for all persons in the household (15 years of age and over) at PRESENT is as follows:

Employment income Yes No **If yes**, provide copies of four most recent paycheque stubs. A letter from the employer verifying gross monthly earnings **will only** be accepted if you started working in the last 4 weeks.

Company Name #1 _____ Start Date _____

Company Name #2 _____ Start Date _____

Do you receive tips or commissions? Yes No **If yes**, \$ _____ average monthly.

Self-employed income Yes No **If yes**, provide a copy of your most recent Income Tax Notice of Assessment, including your Statement of Business Activities.

Indicate the total number of months worked in the taxation year provided; _____.

If this is your first year of business, a Statement of Business Income and Expenses form is available from our office.

Employment Insurance Yes No **If yes**, provide copies of four (4) most recent Employment Insurance cheque stubs.

Planning to apply for EI Yes No **If you have just applied for benefits**, date you applied _____. We require a copy of your Record of Employment and your final two (2) paycheque stubs.

Workers' Compensation Yes No **If yes**, provide copies of your most recent four (4) WCB cheque stubs. Start Date _____

A.H.R.E./AISH /Social Assistance Yes No **If yes**, provide a copy of your most recent two part Health Benefit Card (showing family names, address, and budget amounts). Worker's Name _____ Worker's Office _____ Phone Number _____

Pension/Benefits Yes No **If yes**, \$ _____ provide copies of most recent cheque stubs or bank statements. Please specify the type of pension/benefit you are receiving _____

Child Support Yes No **If yes**, \$ _____ provide verification from the person paying support or a copy of the court order. Is this through Maintenance Enforcement? Yes No **If yes**, provide a printout for the last 12 months.

Investment Income Yes No **If yes**, \$ _____ provide a copy of the bank statement or T5 slip stating the interest earned.

Student Loans/Grants Yes No **If yes**, provide a copy of the Notice of Assessment papers detailing funding along with copies of receipts of paid tuition fees and books.

GST/Child Tax Benefit Yes No GST **If yes**, \$ _____ Child Tax Benefit **If yes**, \$ _____ AFETC **If yes**, \$ _____

Other Income Yes No **If yes**, please specify _____ and include verification.

If you have checked NO to all of the above income sources, please explain your household's means of support: _____

List all individuals who reside in the housing unit, including yourself. (Please use reverse side if additional space is required)		Provide confirmation of registration for any FULL TIME student who is 18 years of age and over if not in receipt of student loans/grants.			List gross monthly income from any and all sources for ALL members of the household who are over the age of 15.	
FIRST NAME	LAST NAME	DATE OF BIRTH YY MM DD	RELATIONSHIP (wife, son, daughter)	INDICATE IF A STUDENT	DO YOU RECEIVE INCOME? IF YES, STATE SOURCE.	MONTHLY INCOME
			Head of Household	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$

Is anyone in your household pregnant? Yes No Due date of expected baby _____

DECLARATION: PLEASE READ AND SIGN THIS STATEMENT

I/We declare that all information given herein and herewith is true and complete in all respects. I/We agree to notify the Calgary Housing Company, in writing, changes to my financial or family circumstances as changes occur. I/We understand that making false or misleading statements on this application or any future document provided to Calgary Housing Company, or failure to report all changes as required may result in recovery action and termination of tenancy.

Pursuant to the Freedom of Information and Protection of Privacy Act, I/We give Calgary Housing Company my/our consent to make inquiries that are necessary to verify the information given in this form and I/we authorize any person, corporation, government or social agency to release to Calgary Housing Company information pertinent to the assessment of my/our tenancy with Calgary Housing Company.

Leaseholder's Signature _____

Date _____

Leaseholder's Signature _____

Date _____

Interpreter Statement: As the above tenant(s) is/are not fluent in the English language or is/are illiterate or blind, I assisted in the completion of this document.
Interpreter Name _____ Phone Number _____

INSTRUCTIONS

**This Annual Rent Review Form must be completed and returned to our office.
Incomplete forms will be returned to you.**

We prefer that you send in photocopies and not original documents, as you may require your original documents for other purposes.

- Please read the form carefully and use a blue or black pen to complete.
- Ensure **ALL** boxes are checked either "YES" or "NO". If you checked "YES", verification of income for all family members must be included as outlined on the Annual Rent Review form. The Rent Review form must be signed and dated by at least 2 Leaseholders (if applicable).
- Dependants who are 18 years and older and are full time students must clearly indicate on the form they are students and provide verification of school registration as well as verification of any student funding.
- If you are self-employed, we require a copy of your Statement of Business Activities from your most recent Income Tax Return.
- The completed forms and required documents may be mailed or dropped off to our one of our district offices. If faxing the documents, ensure all pages include your name, address and payment account number.
- If you have any questions please call our office at (587) 390-1200 to speak with a Customer Service Representative.

Commonly Asked Questions

Regarding Completing the Annual Rent Review Form

Q: There is not enough room on the form to list all my information, what do I do?

A: You can use the back of the form to list any additional information. **PLEASE NOTE:** If you have information written on the back of the form and you are faxing the information to our office, be sure to fax both sides of the Annual Rent Review form.

Q: I have income from a source not listed on the Rent Review form, what do I do?

A: You can write in another income source on the front of the Rent Review form in the space marked "other income".

Q: I have not been working long enough to supply 4 pay-stubs, what do I do?

A: A letter from your employer stating date of hire, rate of pay, and hours scheduled to work each week, or gross monthly salary would be required.

Q: I cannot locate 4 current pay-stubs, what do I do?

A: A letter from your employer stating date of hire, rate of pay, and hours scheduled to work each week, or gross monthly salary would be required.

Q: Is it okay to send in photocopies, or do you need to see the original documents?

A: We prefer that you send in photocopies, as you may find you need your originals.

Q: I am waiting for my verification of income and will not have it until after your deadline for returning the Annual Rent Review form. Do I wait until I get my income verification before sending in the form?

A: No. Do not wait for your income verification if it means you miss our deadline. Send in the completed Annual Rent Review form along with the income verifications you do have, and write a letter to send with the form advising when you will have the information sent to our office. Make sure you follow through and forward the information to our office by the date you advised in your letter. You may still get a letter from us confirming this information is required.