

APPLICATION FOR RENT REDUCTION

****Due by the 10th**

Date Stamp: _____

ADDRESS: _____

Staff Initials: _____

PHONE: (home) _____ (work) _____ (cell phone) _____

List every member of the household:	Age		Age
•		•	
•		•	
•		•	
•		•	
•		•	

****Any child 18 years or older must provide verification of their working income or that they are enrolled as a full time student. To help you determine what information we require of you, we have identified types of verification that are required on the back of this form.

For Month of: _____

Name:	Source of Income:	Gross Monthly Income:

For Month of: _____

Name:	Source of Income:	Gross Monthly Income:

For Month of: _____

Name:	Source of Income:	Gross Monthly Income:

SAP or SAID

TEA, PTA

Month of: _____ \$ _____

Month of: _____ \$ _____

Month of: _____ \$ _____

I authorize Regina Housing Authority to release/obtain information to/from the Ministry of Social Services regarding my rental circumstances.

Tenant's signature _____

Tenant's signature _____

Child Support – per month - \$ _____

Or if your child support payments vary please provide your payments for each of the last three months.

Month of: _____ \$ _____

Month of: _____ \$ _____

Month of: _____ \$ _____

GST - \$ _____

Child Tax (including Universal)- \$ _____

Employment Supplement - \$ _____

NOTE: **Rent Reduction Applications must be received by the 10th of the month to qualify for a reduction for the following month (if the 10th falls on a weekend or stat holiday, the last day will become the business day prior to the 10th). Tenants are only entitled to 1 rent reduction each 3 month period – up to 4 within a calendar year.

I/We Certify, that to the best of my/our knowledge and belief, the above information is accurate and complete. I/We hereby authorize the Regina Housing Authority to obtain verification of all sources of income for all residents of the household. *I acknowledge that Regina Housing Authority will not be sending a reminder letter when my rent reduction expires. I acknowledge that it is my responsibility to ensure that I apply for a rent reduction and supply all required information by the date reflected on my Notice of Rent Reduction Letter or by the 10th of the month to qualify for a rent reduction for the following 3 months.*

I confirm that I have read this form completely and I understand if all required information is not submitted that a rent reduction will not be granted by Regina Housing Authority.

Signature _____

Signature _____

Date _____

For Office use only:

- | | |
|---|-----------------|
| <input type="checkbox"/> Advised all information here. | Comments: _____ |
| <input type="checkbox"/> Advised information missing | _____ |
| <input type="checkbox"/> No discussion exchanged. | _____ |
| <input type="checkbox"/> Dropped off and walked away. | _____ |
| <input type="checkbox"/> Client states that all other missing information is already on file. | _____ |
| <input type="checkbox"/> Dropped off by someone other | _____ |

IMPORTANT

Please identify your current situation and use the guidelines to help you understand what information we require from you. If you are uncertain what information is required, please ask for assistance from the staff. RENT REDUCTIONS WILL NOT BE GRANTED UNLESS ALL REQUIRED INFORMATION IS ATTACHED TO YOUR APPLICATION FORM. Rent Reduction Applications must be into the RHA office no later than the 10th of the month. If the 10th falls on a weekend or Stat holiday, it must be in office by the last business day prior to the 10th. NO EXCEPTIONS!

If your source of income is not indicated below please contact our office.

Working Income:

You must submit this information for each working member of the household:

- Pay stubs reflecting the last three months. If for any reason you are missing stubs or did not receive full pay within your three month requested time frame, you will be required to have your employer fill out an income verification form which can be obtained at the RHA office. (Example: Only received one stub in a month when you are normally paid bi-weekly)

******If you have two or more jobs:**

- You must submit complete verification from each job you have. If you do not have complete verification from each job you will be required to have your employer fill out an income verification form which can be obtained at the RHA office. If for any reason you discontinue to work at one of your jobs please refer to section "Job Termination".
- We will go by the deposit date or (Pay Date) on your pay stubs, if there is no date showing when your money was deposited into your account we will go by the Pay period indicated on your stubs. **If you are paid monthly** - submit the last three pay stubs you have received (check to see if you have a deposit date on your stubs, otherwise we will use your pay period); **If you are paid Semi-monthly** – submit two pay stubs for each month; **If you are paid bi-weekly** – submit all stubs received during your three-month time frame. (If paid three times in one month all stubs must be submitted.); **If you are paid weekly** – submit all stubs received during your three-month time frame.

****If any children are out of high school and full time students you will need to provide verification that they are full time students (3 classes per semester is considered to be full time)**

Receiving Benefits from Income Assistance Programs (Includes the Social Assistance Program (SAP); Transitional Employment Allowance (TEA), Provincial Training Allowance (PTA) or the Saskatchewan Assured Income for Disability (SAID): Rent will be calculated at the TIER A shelter rate for ALL programs

- For SAP, TEA and SAID: Pay stubs from the last three months are required each time you apply for a rent adjustment.
- For PTA : A copy of your PTA letter indicating your training period.

"PARTIAL ASSISTANCE" ~ Social Services "Plus" any other source of income:

- If you are receiving part of your income from Social Services and part of your income is from employment or any other source, you will be required to bring in verification of your income and verification you are still on an Income Assistance **** YOUR WORKING INCOME MUST BE OVER \$1300 GROSS TO HAVE RENT ADJUSTED TO INCOME, OTHERWISE RENT WILL BE BASED ON THE TIER A SHELTER RATE.**

****You MUST notify us each time you start to receive or no longer receive ANY benefits from Social Services**

Receiving Student Loans:

- You must provide Pages 1, 2 & 3 of your Assessment Data information from Student Loans. This provides us with the length of your course and shows us the breakdown of your benefits. If at anytime you have applied for a new student loan or an extension you must provide this information to our office. This will ensure the most current information is on file. If your most current information is not on file, you will not qualify for an adjustment.

Receiving Band Funding:

- We will need verification of your monthly income as well as the time frame you will be funded for.

Receiving Employment Insurance or Maternity/Parental/Sick Leave:

- You will need to provide verification that you are in receipt of Employment Insurance benefits. You must notify RHA if there are any changes to your benefits (including but not excluded to start and end dates, amounts or types of benefits, ie: from sick leave to maternity etc.) This will ensure your most current information is on file. **If your most current information is not on file, you will not qualify for a rent reduction**

Receiving Employment Insurance Benefits and Receiving Working Income at the same time:

- You will need to provide verification that you are in receipt of Employment Insurance benefits as well as submit all of your E.I stubs for each month required (or a bank statement if no stubs were provided) and submit all applicable pay stubs to verify your working income (refer to Working Income).

Receiving WCB:

- You will need to provide verification of benefits as well as the time frame you will be receiving benefits for.

Self Employment:

- If you have just started self employment you will need to provide a detailed business Income Statement showing your gross business earnings minus your business expenses and your net profit. You will need to contact Canada Revenue Agency to find out what you are eligible to use as expenses. Every time you submit a rent reduction application you will need to provide all months of self employment income that have not already been submitted to us.

Baby Sitting Income:

- You will need to provide receipts for the last three months from each client you have. If you do not have all of your receipts, you will not qualify for a rent reduction. If you are going to be considering this as self-employment when you file your Income Tax Return please see "Self Employment" for further instruction.

No Income:

- All adult members declaring no source of income, other than Child support, GST and/or Child Tax Benefit for any of the requested months, must sign a Statutory Declaration. You must complete this declaration each time you complete a rent reduction or rent review form and you declare no working income any time period. ****Please note that if there is no working income for the entire household, you will only be entitled to have your rent adjusted for 1 month.****

Job Termination including change of Job, resignation, laid off or dismissal:

- You must provide a copy of your record of employment. If you were not provided with a record of employment you will have to sign a Statutory Declaration in the interim stating you are no longer employed. You will be required to bring in a ROE by the end of that month or you will not be entitled to a rent reduction. You will also be responsible to ensure you have applied for Employment Insurance and provide that documentation to Regina Housing.

Child Support:

- If child support is your only income you will need to provide documentation such as a written agreement from the child's other parent or documentation from Maintenance Enforcement confirming your monthly support. If you do not consistently receive the same amount in child support each month you must break it down on your rent reduction application form what you have received for the months requested. If you have not received child support for some or any of the requested months you will need to sign a Statutory Declaration and provide written documentation from the child's other parent advising of no payments. You must complete this declaration each time you complete a rent reduction application.

Statutory Declaration

- **This is a Legal Document signed by a Commissioner for Oaths in our office. When signing a Statutory Declaration you are making a sworn statement. * Please note that from 12pm thru 1:15pm there is no Commissioner of Oaths available***

IT IS FRAUDULENT TO MAKE A FALSE DECLARATION. ANY FALSE DECLARATION WILL RESULT IN TERMINATION OF YOUR LEASE AGREEMENT.