

Appendix A

Home Ownership Application

HOUSEHOLD INCOME/ASSETS EXAMPLES & REQUIRED SUPPORTING DOCUMENTATION

Household Income/Asset	Documentation Required
a) <u>Paid-Employment</u> * <ul style="list-style-type: none"> • Full-time, part-time, or casual • Commissions, tips, or bonuses • Illness and/or disability pay 	<ul style="list-style-type: none"> • Copy of most recent Income Tax assessment • Letter from employer or employment agency – on company letterhead – indicating monthly income or average earnings • Pay stubs for at least two months (employer identified) • Cheque stubs from disability, pension or insurance
b) <u>Self-Employment</u> * <ul style="list-style-type: none"> • Tutoring • Babysitting or child care • Taxi • Business • Other 	<ul style="list-style-type: none"> • Three consecutive years worth of income tax returns
c) <u>Pensions and Allowances</u> * <ul style="list-style-type: none"> • Old Age Security (OAS) • Canada/Provincial Pension (CPP, QPP) • Pensions, for example: Widow's, Retirement, War Disability, Other • War Veterans Allowance (DVA) • Training Allowance • Ontario Disability Payments (ODSP) 	<ul style="list-style-type: none"> • Copy of most recent Income Tax assessment • Cheque stub or copy of cheque • Direct bank deposit: <ul style="list-style-type: none"> ○ Copy of pass book entries for previous two months or monthly bank statements ○ Letter from government agency issuing cheque • Statement from Issuing Source or employer
d) <u>Investment Income</u> * <ul style="list-style-type: none"> • Interest and dividends from all investments, including: Stocks, Bonds, Bank/Trust/Credit Union accounts, shares, securities, annuities • Registered Retirement Savings Plans (RRSPs) • Guaranteed Income Statements (GICs) 	<ul style="list-style-type: none"> • Copy of most recent Income Tax assessment • Copies of bank passbook(s) for the last two months • Copy of RRSP statements • Copy of certificates • Copies of insurance policies • Copy of T3 or T5 tax forms
e) <u>Other Income</u> * <ul style="list-style-type: none"> • Workplace Safety and Insurance Board (WSIB) • Employment Insurance (EI) and Ontario Works (OW) • Compensation for Victims of Crime • Alimony, child support, or separation payment(s) • Ontario Student Assistance Program (OSAP) 	<ul style="list-style-type: none"> • Copy of most recent Income Tax assessment • Cheque stub or letter from source of income • Sworn affidavit with both the applicant and ex-spouse's signature or legal statement/letter from lawyer • Copy of assessment form and confirmation of other earnings
f) <u>Assets</u> * <p>Assets are valuable things that you own. Some assets produce income and other do not see d) above.</p> <ul style="list-style-type: none"> • Some examples of assets include: investments, including: Stocks, Bonds, Bank/Trust/Credit Union accounts, shares, securities, annuities • Registered Retirement Savings Plans (RRSPs) • Guaranteed Income Statements (GICs) • Property you own or have an interest in 	<ul style="list-style-type: none"> • Copy of most recent Income Tax assessment • Copies of accounts, certificates, policies, property assessments

*The above lists are examples only and are not Inclusive of all types of assets income etc.