



Declaration of Income

Please read agreement and instructions on following page.

Information is collected under Section 26(c) of the *Freedom of Information and Protection of Privacy Act*, to determine eligibility for affordable rental housing. If you have any questions about the collection and use of this information, please contact inclusion Powell River's Privacy Officer at lipton@inclusionpr.ca, or 604-485-6411 ext. 227.

Name:

File Number (if updating application):

Date:

List below all tenants and occupants on your application or in your unit. Proof of total monthly income for each person aged 19 years and older must be attached with this document.

Full Name(s)	Birth Date (mm-dd-yyyy)	Relationship To Tenant	Source(s) of Income	Current Gross Monthly Income
		TENANT		

Agreement

This Declaration of Income must be signed by the tenant(s) and all occupants aged 19 years or over living at the rental unit.

I/We declare that the information provided in and attached to this Declaration of Income is true, correct and complete in all respects and understand that it is my/our responsibility to ensure that information provided is correct, even if completed with the assistance of others.

I/We acknowledge and agree that this agreement, including the additional terms outlined on page 2, forms part of and is material to Inclusion Homes' acceptance of this Declaration of Income.

I/We understand that:

By itself this Declaration of Income does not constitute a Residential Tenancy Agreement or provide a right to occupy the rental unit, but shall be attached to and amend the Residential Tenancy Agreement for the tenant(s) listed above and supersedes any previous Declaration of Income forms as of the effective date on this form.



It is my/our responsibility to promptly provide, or cause to be provided, all information and documentation that is reasonably requested by Inclusion Homes to determine the eligibility for housing, or for audit purposes. This may include additional documents requested by Inclusion Homes to verify total household income.

If I/we fail to disclose or misrepresent any information, such failure or misrepresentation may result in Inclusion Homes ending my/our right to occupy the rental unit as per section 49.1 of the Residential Tenancy Act upon providing a minimum of 60 days notice.

I/We agree and consent to:

- Inclusion Homes verifying all personal information required to enable Inclusion Homes to confirm eligibility for affordable rental housing in accordance with BC Housing's Housing Income Limits.
- Inclusion Homes auditing the information provided in or with this Declaration of Income (and any previous Declaration of Income), and understand that non-compliance with the audit process may result in the loss of tenancy and/or any other remedies available in law or equity.

No failure or delay on the part of Inclusion Homes in exercising any right, power or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

This Declaration of Income must be signed by the tenant(s) and all occupants aged 19 years or over living at the rental unit.

_____ Signed	_____ Date (dd/mm/yyyy)	_____ Signed	_____ Date (dd/mm/yyyy)
_____ Signed	_____ Date (dd/mm/yyyy)	_____ Signed	_____ Date (dd/mm/yyyy)
_____ Signed	_____ Date (dd/mm/yyyy)	_____ Signed	_____ Date (dd/mm/yyyy)



Instructions & Next Steps:

1. **Complete Declaration of Income:** Please make sure that all sections are filled out.
2. **Sign & Date:** Read the Agreement on pages 1 and 2. The tenant(s) and anyone aged 19 years or over who is living at the rental unit must sign the Declaration of Income.
3. **Attach proof of income from all sources:** (Do not send original documents)

Proof is required for all sources for the tenant(s) and all occupants age 19 or older

- a. Canada Revenue Agency Notice of Assessments for the two most recent tax years
 - b. Two most recent pay slips
 - c. Any pertinent information that will affect further earnings (retiring, reduced hours, etc.)
4. **Return:** Include the signed Declaration of Income and copies of all supporting documentation with your Application for Housing.