

## Appendix A Home Ownership Application

### HOUSEHOLD INCOME/ASSETS EXAMPLES AND REQUIRED SUPPORTING DOCUMENTATION

Household Income/Asset	Documentation Required
<b>A. Paid-Employment *</b> <ul style="list-style-type: none"> <li>• Full-time, part-time, or casual</li> <li>• Commissions, tips, or bonuses</li> <li>• Illness and/or disability pay</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of most recent Income Tax Assessment</li> <li>• Letter from employer or employment agency– on company letterhead– indicating monthly income or average earnings</li> <li>• Pay stubs for at least two months (employer identified)</li> <li>• Cheque stubs from disability, pension or insurance</li> </ul>
<b>B. Self-Employment *</b> <ul style="list-style-type: none"> <li>• Tutoring</li> <li>• Babysitting or child care</li> <li>• Taxi</li> <li>• Business</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Three consecutive years' worth of income tax returns</li> </ul>
<b>C. Pensions and Allowances *</b> <ul style="list-style-type: none"> <li>• Old Age Security (OAS)</li> <li>• Canada/Provincial Pension (CPP, QPP)</li> <li>• Pensions, for example: Widow's, Retirement, War Disability, Other</li> <li>• War Veterans Allowance (DVA)</li> <li>• Training Allowance</li> <li>• Ontario Disability Payments (ODSP)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of most recent Income Tax assessment</li> <li>• Cheque stub or copy of cheque</li> <li>• Direct bank deposit form</li> <li>• Copy of pass book entries for previous two months or monthly bank statements</li> <li>• Letter from government agency issuing cheque</li> <li>• Statement from Issuing Source or employer</li> </ul>
<b>D. Investment Income *</b> <ul style="list-style-type: none"> <li>• Interest and dividends from all investments, including stocks, bonds, bank/trust/credit union accounts, shares, securities, annuities</li> <li>• Registered Retirement Savings Plans (RRSPs)</li> <li>• Guaranteed Income Statements (GICs)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of most recent Income Tax assessment</li> <li>• Copies of bank passbook(s) for the last two months</li> <li>• Copy of RRSP statements</li> <li>• Copy of certificates</li> <li>• Copies of insurance policies</li> <li>• Copy of T3 or T5 tax forms</li> </ul>

<p><b>E. Other Income *</b></p> <ul style="list-style-type: none"> <li>• Workplace Safety and Insurance Board (WSIB)</li> <li>• Employment Insurance (EI) and Ontario Works (OW)</li> <li>• Compensation for Victims of Crime</li> <li>• Alimony, child support, or separation payment(s)</li> <li>• Ontario Student Assistance Program (OSAP)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of most recent Income Tax Assessment</li> <li>• Cheque stub or letter from source of income</li> <li>• Sworn affidavit with both the applicant and ex-spouse's signature or legal statement/letter from lawyer</li> <li>• Copy of assessment form and confirmation of other earnings</li> </ul>
<p><b>F. Assets *</b></p> <p>Assets are valuable things that you own. Some assets produce income and others do not (see above).</p> <ul style="list-style-type: none"> <li>• Some examples of assets include investments, stocks, bonds, bank/trust/credit union accounts, shares, securities, annuities</li> <li>• Registered Retirement Savings Plans (RRSPs)</li> <li>• Guaranteed Income Statements (GICs)</li> <li>• Property you own or have an interest in</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of most recent Income Tax Assessment</li> <li>• Copies of accounts, certificates, policies, property assessments</li> </ul>

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