



City of Kawartha Lakes  
Human Services  
Box 2600, 68 Lindsay Street North  
Lindsay, ON K9V 4S7  
705-324-9870  
cklhumanservices@kawarthalakes.ca

## Declaration of Assets Form - HP101

### Instructions for completion:

The following form is required to be completed to verify eligibility for rent-geared-to-income assistance.

All investments/accounts/assets must be declared for each household member, including assets that are jointly owned with others outside of your household.

Investment/accounts/assets may include but are not limited to: chequing/savings accounts, RRSP, TFSA, GIC, Annuity, LIRA, LIF, overseas or foreign investments, cash value of a life insurance policy, trust account, or any other income source or asset held by a member of the household.

A recently printed "Banking Profile" from all of your Financial Institutions that shows the value of all of your accounts and investments, or alternatively the Declaration of Assets Form (HP101). Note: the Declaration of Assets Form must be completed and signed by a representative from the financial institution where the income sources / assets / investments are held. Submit separate forms for investments, Investment Verification Form (HP102) held at different institutions (where applicable).

All assets must be declared and verified as to whether they are cashable or non-cashable, and the date the term expires, in the case of a term investment.

This form may be required to be completed annually. Attach further documentation if more space is required.

For online only financial institutions, please include letter confirming your assets.

**Applicant/Tenant LastName:\***

**Applicant/Tenant First Name: \***

**Birth Date  
(MM/DD/YY) \***

**Gender Identity**

**Home phone:**

**Applicant SIN #:**

**Co-applicant/Tenant Last Name: \***

**Co-applicant/Tenant First Name: \***

**Co-applicant/Tenant  
Birth Date  
(MM/DD/YY) \***

**Gender Identity**

**Co-applicant/Tenant  
SIN #:**

**Relationship to  
Applicant/Tenant:**

**Mailing Address (Street, PO Box, City, Province, Postal Code):**

**Email:**

All assets must be declared for each household member, including assets that are jointly owned with others outside your household. Up-to-date documentation of all assets is required.

### **Section 1: Bank Accounts**

- Provide bank statements for the last (3) consecutive months with an up-to-date balance.

**Chequing and Savings Accounts**

**Tax Free Savings Accounts (TFSA - Cash)**

**Overseas or Foreign Accounts**

### **Section 2: Investments**

- Provide current statement from the bank or financial Institution showing the amount of the investment.
- Complete and attach the verification form (HP102).

**Stock and Bonds**

**Term Deposits**

**Guaranteed Investment Certificates (GIC)**

**Mutual Funds**

### Overseas or Foreign Investments

### Tax-Free Savings Accounts (TFSA - Investments)

### Section 3: Real Estate Equity

The value of the property as determined by the current MPAC assessment, minus the amount of any mortgage(s) owing, and any loans/lines of credit secured against the property.

Includes residential and non-residential properties, regardless of whether they are habitable year-round.

- For Verification you will need to attach a current MPAC assessment or appraisal and current mortgage statement.

### MPAC Assessment Value

### Total Loans/Mortgages

### Section 4: Registered Accounts/Investments

- Please provide current statements showing the value of the accounts and ownership.
- For life insurance please provide a copy of the policy that states the cash surrender value. Check section 6 as well to determine if your RRSP, RRIF or life insurance falls within an excluded asset.

Note: T3 and T5 tax slips document the income received from investments. They are not sufficient to determine if a household's assets are over the limit, but can help validate if the household's declared asset value (e.g. if the household declares zero assets but has significant income from investments, further information is required).

### Registered Retirement Savings Plan (RRSP)

### Tax-Free Savings Account (TFSA)

### Registered Retirement Income Fund (RRIF)

### Registered Retirement Income Fund (RRIF)

### Section 5: Vehicles

- Please provide ownership papers and verification of any debts owing. Loan documents are required only if the household owns more than one vehicle per person over 16 years of age in the household.

### Personal Vehicle (car, truck, Motorcycle)

### Recreational Vehicles (e.g. boat, snowmobile, all-terrain vehicle, camper)

**Section 6: Excluded Asset list**

Note that excluded assets are exempt until the maturity date.

**Locked-in Registered Retirement Savings Plan (RRSP)**

\$

**Life-Insurance (cash surrender value is less than \$100,000)**

\$

**Locked-in Retirement Account (LIRA)**

\$

**Trust Account for a person with a disability, up to \$100,000**

\$

**Locked-in Income Fund (LIF)**

\$

**Funds held in trust that are not accessible to the applicant or tenant, under the terms of the trust.**

\$

**Restricted Life Income Fund (RLIF)**

\$

**Personal Vehicles**

\$

**Locked-in Retirement Income Fund (LRIF)**

\$

**Business bank accounts**

\$

**Term or Life Annuity**

\$

**Business property**

\$

**Registered Educational Savings Plan (RESP)**

\$

**Business vehicle**

\$

**Registered Disability Savings Plans (RDSP)**

\$

**Taxi licence**

\$

# Consent to Disclose and Verify Information

Specifically, I/we consent to the information in this Investment Verification Form and any supporting documentation, to be given, without further notice, to the City of Kawartha Lakes Human Services, if the information is necessary for the purpose of making decisions or determining eligibility for Affordable Housing, Housing Allowance, or rent-geared-to-income assistance under the Housing Services Act, 2011.

Applicant/Tenant Signature

Date (MM/DD/YYYY) \*

Co-applicant/Co-tenant Signature

Date (MM/DD/YYYY) \*

## Notice with Respect to the Collection of Personal Information

Personal information provided in this consent and through email messages between applicants and/or tenants and authorized representatives of the City of Kawartha Lakes is collected and used in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or as otherwise required or permitted by law. This consent applies to information shared in the form of electronic data exchanges for the delivery of housing programs.

Visit our website for further building information:  
[www.kawarthalakes.ca](http://www.kawarthalakes.ca)