

**Hastings County Community and Human Services
Housing Services
Administrative Policies and Procedures**

SUBJECT : Income Verification at Time of Application Policy		
APPROVED BY : Hastings County Council		
POLICY #: H.P. / H.L.H.C. 6		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
March 2002	November 2016	June 2020

PURPOSE

To determine the type of income verification that is required at the time of application for subsidized housing.

SCOPE

This policy will apply to *Housing Services Act, 2011* Part VII Prescribed Housing Programs and the Hastings Local Housing Corporation.

REQUIREMENT

Applicants applying for rental subsidy will be required to provide detailed, documented income and asset information at the time when they are offered a subsidized rental unit.

RESPONSIBILITY

At the time of application the income verification will be self-declared by the applicant.

REFERENCES

Housing Services Act, 2011
Ontario Regulation 367/11 s.44