

# Rent Supplement Application Support Documentation Checklist

Please submit **COPIES** of the following documents for **ALL** household members to complete your Rent Supplement Application.

- 1. Government issued photo identification (Eg. Driver's License, Passport, etc.)
- 2. Proof of Residency
  - For Canadian born citizens provide Birth Certificate;
  - For applicants not born in Canada provide one (1) of the following documents:  
Permanent Resident Card (both sides), Record of Landing (IMM1000), Confirmation of Permanent Residence (IMM5292), or Refugee Eligibility Determination
- 3. Signed Consent Form for **EVERY** household member over 18.
- 4. Lease Agreement from Landlord.
- 5. Income Documentation (Only submit those that are applicable)

Income situation	What to provide	Where to get it
If any household member is working	<input type="checkbox"/> Your last 3 pay stubs <b>OR</b> <input type="checkbox"/> An employer letter stating your monthly income	Your Employer
If any household member is on social assistance	<input type="checkbox"/> An EIA Budget Letter	Your EIA Caseworker
If any household member is receiving disability or pension payments	<input type="checkbox"/> A Disability Benefit Letter <b>OR</b> <input type="checkbox"/> A Pension Benefit Letter	Service Canada 1-800-277-9914
If any household member is receiving a veterans benefit	<input type="checkbox"/> Veterans Affairs Benefit Letter	Veterans Affairs Canada 1-866-522-2122
If any household member is receiving Employment Insurance (EI)	<input type="checkbox"/> A <b>COMPLETE</b> month of Notice of Deposit <b>OR</b> <input type="checkbox"/> An EI Letter stating benefit start & end dates and dollar amount	Service Canada 1-800-277-9914
If any household member is Self-Employed	<input type="checkbox"/> Last month's <b>COMPLETE</b> Monthly Income Statement stating revenue and expenses	Yourself or your Accountant
If any household member is a student receiving income to pay for school	<input type="checkbox"/> Manitoba Student Loan Award Letter <b>OR</b> <input type="checkbox"/> Bursary/Scholarship Letter <b>OR</b> <input type="checkbox"/> Band Assistance Letter	Manitoba Student Aid 1-204-945-6321 Sponsoring Agency
If any household member is a dependent age 16 or older and not in school	<input type="checkbox"/> 3 pay stubs <b>OR</b> <input type="checkbox"/> Employer letter stating your monthly income or declaration of no income	Your Employer

- 6. Student Documentation (Provide one (1) of the following documents if a household member over 18 is in school)
  - Registration Letter **OR**
  - Enrolment Letter
- 7. Child Custody Documents (Provide one (1) of the following documents if you have dependents)
  - Universal Child Care Benefit Letter
  - Court Custody Documentation

**ALL** household members **MUST** provide copies of **ALL** applicable documentation including financial.

If this is a **REAPPLICATION FORM** do not submit items 1, 2, or 3.

Please attach all applicable documents to your application and submit to your landlord or Manitoba Housing. Provided all necessary documentation has been attached, applications will be processed in two to three weeks. You will be notified when your application has been processed.