



Proof of Income & Assets Guide

Employment Status	Proof of Income (All income proof must be current, within the last 3 months) (All listed items must be provided)
Pension	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Complete income tax return package • Notice of Assessment/Summary (Canada Revenue Agency) • Current Letter of Entitlement from all pension providers
Employed	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Three consecutive pay stubs • If employment history is less than three pay period, an equivalent letter from the employer • Complete income tax return package • Notice of Assessment/Summary (Canada Revenue Agency)
Income Assistance	<ul style="list-style-type: none"> • Bank statement for all accounts • One Income Assistance cheque stub OR Ministry Release of Information
Self-employed	<ul style="list-style-type: none"> • Three months consecutive business and personal bank statements for all accounts • Complete income tax return package, including the Business Income Expense Sheet • Notice of Assessment/Summary (Canada Revenue Agency)
Unemployed / No Income	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Complete income tax return package • Notice of Assessment/Summary (Canada Revenue Agency) • Proof that there are no other sources of income, such as EI,WCB or income assistance • A signed declaration from tenants 19 years and older, who do not have a bank account, any source of income, or a copy of previous years' tax return
Employment Insurance	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Either a cheque or confirmation before taxes of weekly payment by either: a letter from Service Canada or a printed copy of the detailed account statement from the Service Canada website
Worksafe BC / ICBC / Long Term disability (LTD)	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Three consecutive pay stubs • Letter of entitlement from Worksafe BC,ICBC,or extended health (i.e. LTD)
Seasonal	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Complete income tax return package • Notice of Assessment/Summary (Canada Revenue Agency)
Child Support / Spousal Support	<ul style="list-style-type: none"> • Three months consecutive bank statements for all accounts • Complete income tax return package • Notice of Assessment/Summary (Canada Revenue Agency) • Letter of confirmation of child/spousal support fro either - Ministry of Family Maintenance Enforcement Program, legal documentation, or written documentation from spouse
Student 19 years and over, who are NOT the primary tenant	<ul style="list-style-type: none"> • Letter of student status confirmation from the educational institute • VNHS Student Verification Form • Copy of student loan or an explanation of how the tuition is paid • Three months consecutive bank statements for all accounts • Proof of any regular income, such as three consecutive pay stubs
Students 19 years and over, who ARE the primary Resident. When the primary tenant is a student, he/she is not treated as a student. Income and Assets must be declared	<ul style="list-style-type: none"> • Copy of student loan or an explanation of how the tuition is paid • If employed, proof of income for employed status • If self employed, proof of income for self employed status • Three months consecutive bank statements for all accounts
Assets	<ul style="list-style-type: none"> • Stocks,bonds,mutual funds, shares and term deposits • Cash in the bank for all accounts • Equity in Real Estate (Net of Debt) or Rental Property • Inheritance • Business Equity • Payout settlements (e.g. ICBC, WorkSafe, Third Party, etc.)