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

<b>SUBJECT :</b> Income Verification at Time of Application Policy		
<b>APPROVED BY :</b> Hastings County Council		
<b>POLICY #:</b> H.P. / H.L.H.C. 6		
<b>ORIGINAL ISSUED</b>	<b>SUPERCEDES</b>	<b>CURRENT VERSION</b>
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