

Acceptable Documentation List

To protect the privacy of individuals, Manitoba Housing will only retain copies of documents that are required to support the audit of tenant files as indicated below.

PROOF OF IDENTIFICATION –All required identification will be verified and noted, copies will not be made or stored.

All tenants must provide government-issued photo identification. All other household members must provide government-issued photo identification when requested by Manitoba Housing.

Government-Issued Photo Identification

- Manitoba Driver's License
- Manitoba Enhanced Driver's License
- Manitoba Identification Card
- Manitoba Enhanced Identification Card
- Passport
- Permanent Resident Card
- Civilian Identification Card (National Defense)
- Canada Firearms License
- Canadian Forces Identification Card
- Treaty Indian Card
- Secure Certificate of Indian Status (SCIS)
- Certificate of Indian Status
- Metis Federation Card

If photo identification is not available - All required identification will be verified and noted, copies will not be made or stored.

All tenants must provide government-issued identification. All other household members must provide government-issued identification when requested by Manitoba Housing.

Government-Issued Identification

- Manitoba Health Card
- Birth Certificate
- Certificate of Name Change
- Baptismal Certificate
- Commemoration or Certificate of Canadian Citizenship
- Immigration landing document (see Proof of Status in Canada)

PROOF OF STATUS IN CANADA- All required documents will be verified and noted; copies will not be made or stored.

Immigration expiry dates should be observed and noted to ensure status in Canada is valid at the time of application, unit offer, and confirmation of annual program eligibility.

For all adult household members who are not Canadian Citizens.

- Permanent Resident Card
- IMM-1000 Immigration Record of Landing
- IMM5292 or IMM5688 Confirmation of Permanent Residence
Note: An immigration category is printed on these documents. Permanent Residents – Family Class with IMM5292 or IMM5688 are not eligible. Except for whom sponsorship has broken down or ended and Employment and Income Assistance support has been granted.
- IMM1442 Refugee Claimant or Refugee Protection Claimant Documents (RPCD)
Note: Persons who arrived to Canada under the Canada-Ukraine Authorization for Emergency Travel (CUAET) program are eligible for the program. International Students and Visitors with IMM1442 are not eligible for the program.

PROOF OF CUSTODY - All required documents will be verified and noted, copies will not be made or stored.

Shared custody arrangement

- Formal custody documentation from a lawyer or issued by the courts.
- Where formal documentation is not available, applicants may sign Declaration Form verifying custody arrangements.

Children in temporary care of a Child Welfare Agency

For Applicants

- Letter from a Child Welfare Agency confirming that the only remaining barrier to reunification is appropriate family housing.

For Tenants

- Letter from a Child Welfare Agency confirming that there is a reunification plan in place.

PROOF OF INCOME – All required documents will be stored in tenant files/records

All adult household members must provide proof of income from all sources when CRA data load is not available. Except dependents under the age of 22 or dependents over the age of 22 to 25 who are in full time study (see Proof of Education Status).

- Most recent filed tax return provided by the Canada Revenue Agency (CRA)

Where a tax return has not been filed or a tenant's income has permanently decreased the following documentation is required – All required documents will be stored in tenant files/records

PROOF OF INCOME – Continued

Working

- Last 3 consecutive income statements from all income sources, see list of Income Sources below.
- A letter from your income source on official letterhead stating your monthly income, duration of employment and pay frequency.
- A letter from your employer on official letterhead stating your hours of work have permanently decreased (e.g. work hours decreased from permanent full time to permanent part time).
- Record of Employment (ROE) confirming loss of employment.

Receiving Employment and Income Assistance (EIA)

- Employment and Income Assistance (EIA) Budget Letter
- Band Income Assistance Budget Letter

Self-Employed

- Revenue and Expense Statement matching information for the most recent filed CRA tax year; including on the statement:
 - dates of financial reporting period;
 - note of wage/salary expense amounts for each person in the household (if any); and
 - note of property address for Rent, and Repair and Maintenance expenses (if any).

Receiving Disability or Pension Payments

- Disability Benefit Letter
- Pension Benefit Letter
- Letter from Service Canada stating all applicable benefit amounts
- Private Pension Letter

Receiving a Veterans Benefit

- Veterans Affairs Benefit Letter (stating the amount and duration of the benefit)

Receiving Employment Insurance (EI) or Workers Compensation (WCB)

- EI Letter stating benefit start and end dates, and dollar amount
- Workers Compensation Letter stating benefit start, end day and dollar amount.
- Letter from service provider (EI, WCB) showing they are waiting for benefits, or statement showing funds have been fully used or qualifying period has ended.

Receiving income to pay for school

- Manitoba Student Loan Award Letter
- Bursary/Scholarship Letter
- Band Assistance Letter

Lump sum payment for lost wages

- Statement showing amount of payment

Income earned from investments

- Three consecutive benefit statements

Insurance income

- Statement from insurance provider showing living expense payment

PROOF OF INCOME – Continued

Support payments

- Order to pay from courts or Maintenance Enforcement Program (MEP)
- Notarized letter from the other parent stating monthly commitment
- Letter from the other parent stating monthly commitment witnessed by a Commissioner of Oaths.

PROOF OF EDUCATION STATUS – All required documents will be stored in tenant files/records

Dependents over the age of 22 to 25 who are currently in or will be attending school, provide

- Letter of Registration indicating full time study

PROOF OF LIVE-IN CAREGIVER – All required documents will be stored in tenant files/records

- Primary Caregiver Tax Credit *Level of Care Equivalency Guideline* form completed by a medical professional showing that the applicant/tenant requires a caregiver. Form can be found at: http://www.gov.mb.ca/finance/tao/pubs/caregiver/level_of_care.pdf
- Letter from Canada Revenue Agency that the caregiver has been approved to receive the Primary caregiver Tax Credit. Not applicable to professional caregiver such as a nurse or care worker.

One of the following supporting documents are required to prove primary address:

- Utility Bill current billing period
- Valid Driver's License
- Current Residential Lease document

PROOF OF DOMESTIC VIOLENCE - All required documents will be verified and noted, copies will not be made or stored.

Currently experiencing a domestic violence situation, provide a letter of verification.

- Social service professionals
- Medical professionals
- Law enforcement officers

PROOF OF PERMANENT OR TEMPORARY DISABILITY - All required documents will be stored in tenant files/records

Unable to maintain current home or remain independent due to physical limitations or mental health problems or require a larger unit for medical equipment.

- Medical Professional letter indicating that a disability exists and the length of disability e.g. temporary disability, provide the timeframe for recovery or permanent disability or the requirement for a larger unit for medical equipment.

PROOF OF INADEQUATE HOUSING - All required documents will be verified and noted, copies will not be made or stored.

Where a household is current living in an inadequate unit that requires major repairs or has unsafe conditions.

- Residential Tenancies Branch (RTB) Order to Repair
- Letter from Public Health, Fire Department, or Municipality