

Sample Covering Letter

Date

Name

Address

Province Postal Code

Dear: Insert Name:

In order to determine eligibility for the upcoming vacancy discussed with you today, and before an official offer for this rent-geared-to-income (RGI) unit can be made, we must re-determine eligibility for RGI assistance. Only households eligible for RGI assistance may move into a RGI unit. This needs to be completed by all members of family 16 years of age or older.

Please submit all of the following documents to the attention of all members 16yrs or older Insert Name of worker and Address, no later than insert date that is 10 business days from now:

- Part B Application - Verification of Income and Assets completed and signed by all members 16 yrs. or older;
- The year Notice of Assessment (NOA) provided by the Canada Revenue Agency (CRA) for all adult household members. To request a copy of your Notice of Assessment call 1-800-959-8281;
- Proof of receipt of social assistance (i.e. Ontario Works (OW) or Ontario Disability Support Program (ODSP) if applicable: the most recent monthly Statement of Assistance (benefit statement) or a downloaded copy of the information from My Benefits;
- Proof of full-time attendance at school for all household members over the age of 16 (i.e. report card or Verification of Enrolment);
- Canada Child Benefit (CCB) and Ontario Child Benefit (OCB) Notice for all dependants under 18 years of age;
- Visitation/custody/support agreement for any dependent child with a parent that is absent from the household;
- Verification of real estate (house, land or other property); and
- Verification of all assets (bank, life insurance, LIF, term deposit, stocks and bonds)

Failure to submit the documents requested by the above date may result in a withdrawal of this conditional offer of accommodations. You are advised not to give notice of termination to your current landlord until you have received and accepted a formal offer for accommodation in writing. If you have any questions regarding this letter, please contact me.

Yours truly,

Name of worker

Housing Provider

613-Phone no. ext. extension

Example of Notice of Assessment

Canada Revenue Agency / Agence du revenu du Canada		NOTICE OF ASSESSMENT		T451 E (06)
Date	Name	Social insurance no.	Tax year	Tax centre
Aug 21, 2006			2005	
Summary				0077213
Line	Description	\$ Amount		
150	Total income	45,945		
	Deductions from total income	1,444		
236	Net income	44,501		
	Deductions from net income	34,290		
260	Taxable income	10,211		
350	Total federal non-refundable tax credits	2,611		
6150	Total Manitoba non-refundable tax credits	1,693		
420	Net federal tax	0.00		
421	CPP contributions payable	2,840.48		
435	Total payable	2,840.48		
437	Total income tax deducted	1,193.85		
482	Total credits	1,193.85		
	(Total payable minus Total credits)	1,646.63		
	Penalties	DR	98.80	
	Arrears interest	DR	42.74	
	Balance from this assessment	DR	1,788.17	
	Balance due	DR	1,788.17	
	(Please see the explanation page)			

Lender will require any outstanding amount to be paid prior to advancing mortgage.

Michel Dorais
Commissioner of Revenue

Date	Name	Social insurance no.	Tax year	Tax centre
Aug 21, 2006			2005	Winnipeg MB R3C 3M2

2006 RRSP Deduction Limit Statement

The back of this notice contains important information. Amounts marked with an asterisk(*) cannot be less than zero.

RRSP deduction limit for 2005	\$49,916
Minus: Allowable RRSP contributions deducted in 2005	\$0
Unused RRSP deduction limit at the end of 2005	\$49,916
Plus: 18% of 2005 earned income of \$32,191 = (max. \$18,000)	\$5,794
Minus: 2005 pension adjustment	\$0
	\$5,794*
	\$55,710
Minus: 2006 net past service pension adjustment	\$0
Plus: 2006 pension adjustment reversal	\$0
Your RRSP deduction limit for 2006	\$55,710 (A)

You have \$0 (B) of unused RRSP contributions available for 2006. If this amount is more than amount (A) above, you may have to pay a tax on the excess contributions.

Canada Child Benefit (Sample Statement)

Canada Revenue Agency / Agence du revenu du Canada		*protected B internal use only															
SUMMERSIDE PE C1N 5Z7	Page 1		Page 2														
<p>Notice details</p> <table border="1"> <tr> <td>Social insurance number</td> <td>111 222 333</td> </tr> <tr> <td>Base year</td> <td>2015</td> </tr> <tr> <td>Payment period</td> <td>Jul 2016 - Jun 2017</td> </tr> <tr> <td>Date issued</td> <td>Jul 20, 2016</td> </tr> <tr> <td>Tax centre</td> <td>Summerside PE C1N 5Z7</td> </tr> </table>		Social insurance number	111 222 333	Base year	2015	Payment period	Jul 2016 - Jun 2017	Date issued	Jul 20, 2016	Tax centre	Summerside PE C1N 5Z7	<p>Detailed explanation</p> <p>This notice represents the information processed as of June 16, 2016. Please read it and keep it for your records.</p> <p>The Canada child benefit and the Ontario child benefit are tax-free monthly payments made to eligible families to help with the cost of raising children under 18.</p> <p>The Ontario child benefit is fully funded by the Province of Ontario.</p>					
Social insurance number	111 222 333																
Base year	2015																
Payment period	Jul 2016 - Jun 2017																
Date issued	Jul 20, 2016																
Tax centre	Summerside PE C1N 5Z7																
<p>Canada child benefit (CCB) and Ontario child benefit (OCB) notice</p> <p>We determined your annual entitlement based on the information we have. Please see the detailed explanation section for more information.</p> <p>Your annual CCB entitlement is \$15,900.06. Your annual OCB entitlement is \$2,706.96. Your total annual entitlement is \$18,607.02.</p> <p>Thank you, Andrew Treusch Commissioner of Revenue</p>		<p>Information used to calculate your entitlement</p> <table border="1"> <tr> <td>2015 family net income</td> <td>\$37,719</td> </tr> <tr> <td>Marital status</td> <td>Single</td> </tr> <tr> <td>Province or territory of residence</td> <td>Ont.</td> </tr> <tr> <td>Eligible children</td> <td>Child Name Child Name</td> </tr> </table>		2015 family net income	\$37,719	Marital status	Single	Province or territory of residence	Ont.	Eligible children	Child Name Child Name						
2015 family net income	\$37,719																
Marital status	Single																
Province or territory of residence	Ont.																
Eligible children	Child Name Child Name																
<p>Account summary</p> <p>We deposited this amount in your bank account.</p> <table border="1"> <tr> <td>Amount deposited:</td> <td>\$1,620.03</td> </tr> <tr> <td>Date deposited:</td> <td>Jul 20, 2016</td> </tr> </table>		Amount deposited:	\$1,620.03	Date deposited:	Jul 20, 2016	<p>Annual entitlement</p> <table border="1"> <thead> <tr> <th>Description</th> <th>(\$ Amount)</th> </tr> </thead> <tbody> <tr> <td>Canada child benefit</td> <td>13,388.27</td> </tr> <tr> <td>Canada child benefit - NCBS equivalent*</td> <td>2,511.79</td> </tr> <tr> <td>Ontario child benefit</td> <td>2,706.96</td> </tr> <tr> <td>Total</td> <td>18,607.02</td> </tr> </tbody> </table>		Description	(\$ Amount)	Canada child benefit	13,388.27	Canada child benefit - NCBS equivalent*	2,511.79	Ontario child benefit	2,706.96	Total	18,607.02
Amount deposited:	\$1,620.03																
Date deposited:	Jul 20, 2016																
Description	(\$ Amount)																
Canada child benefit	13,388.27																
Canada child benefit - NCBS equivalent*	2,511.79																
Ontario child benefit	2,706.96																
Total	18,607.02																
<p>Life's busy, so we'll remind you</p> <p>Subscribe to our electronic mailing list at www.cra.gc.ca/lists and we will remind you of your next benefit or credit payment.</p>		<p>Payment summary</p> <table border="1"> <thead> <tr> <th>Description</th> <th>(\$ Amount)</th> </tr> </thead> <tbody> <tr> <td>Canada child benefit</td> <td>1,185.14</td> </tr> <tr> <td>Canada child benefit - NCBS equivalent*</td> <td>209.31</td> </tr> <tr> <td>Ontario child benefit</td> <td>225.58</td> </tr> <tr> <td>Amount direct deposited</td> <td>1,620.03</td> </tr> </tbody> </table>		Description	(\$ Amount)	Canada child benefit	1,185.14	Canada child benefit - NCBS equivalent*	209.31	Ontario child benefit	225.58	Amount direct deposited	1,620.03				
Description	(\$ Amount)																
Canada child benefit	1,185.14																
Canada child benefit - NCBS equivalent*	209.31																
Ontario child benefit	225.58																
Amount direct deposited	1,620.03																

Ontario Canada