

Subsidy Update Form



Verify the information below is accurate and provide updated information as required. Return the signed form along with all supporting information to any Manitoba Housing office. Where this form is not returned, you will no longer qualify for rent subsidy and will be required to pay the Market Rate for the unit, plus applicable fees.

Date:	<<Date>>	Tenancy Reference:	<<lease ID>>	Lease Anniversary:	[[Start date of the new lease term: Month Day Year]]
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Unit Address	<<Unit address>>
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Tenant	<<Leaseholder>>		
Email		Phone	
Tenant	<<Co-leaseholder>>		
Email		Phone	
Tenant	<<Full Legal Name of Additional leaseholder>>		
Email		Phone	
Tenant	<<Full Legal Name of Additional leaseholder>>		
Email		Phone	
Alternate Contact:		Phone:	

Income Information and instructions:

We collect your income information from the Canada Revenue Agency and Employment & Income Assistance (EIA), if applicable, to calculate the annual adjusted household income.

- Every person in a household 18 years of age or older must declare their **income from all sources**.
- We exclude the income of dependents under the age of 22 when calculating household income.
- We exclude the income of dependents age 22 – 25 years when they are in full time study. Proof of full-time study must be provided.
- It is the tenant’s responsibility to advise Manitoba Housing when a household member moves into or leaves the household. When a person 18 years of age or older moves in or leaves the unit a review of the approved level of rent subsidy will be completed.
- Where the total annual income is not indicated in the chart below, the household member(s) is required to submit current proof of income.
- Where a household member declares no income, they must sign a Statutory Declaration. You can request one from any Manitoba Housing Location.
- Manitoba Housing reserves the right to request income verification at any point during the tenancy.

Current Household Members			
NAME OF HOUSEHOLD MEMBER	Total Annual Income	Consent form enclosed	Full-Time Study (Yes/No)
<<Leaseholder>>			
<<Additional household member 18 years of age or older>>			
<<Additional household member 18 years of age or older>>			
<<Additional household member 18 years of age or older>>			
<<Additional household member 18 years of age or older>>			
<<Additional household member 18 years of age or older>>			

Additional Household Members			
List any additional household members. Household members over 18 years of age must sign the Consent Form authorizing Manitoba Housing to collect income information from Canada Revenue Agency or EIA.			
NAME	BIRTH DATE (MM/DD/YYYY)	GENDER (M/F)	FULL-TIME STUDY (YES/NO)

Pets	
All pets must be registered with Manitoba Housing. Proof of up-to-date vaccinations must be submitted with your form. Where your veterinarian does not recommend vaccination of the animal, provide written confirmation on their clinic letterhead.	
Do you have a pet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is proof of vaccination enclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tenant Requested Move	
Where you have an approved Tenant Requested Move, please confirm you still require the move.	
Do you still require the move?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a change to your requested locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tenant Insurance

The tenant is responsible to purchase insurance for personal possessions and liability protection. The landlord is not responsible for any damage or loss to the tenant's personal property. We encourage all our tenants to purchase tenant insurance to protect their belongings.

Tenant liability insurance is a condition of this tenancy due to an uninhabitable or destroyed unit at the following address:

Address **[[Tenant Insurance required due to uninhabitable or destroyed unit: Enter full address]]**

You are required to submit a copy of your valid tenant insurance with this form?

Yes No

I certify that the information given here is complete, true, and correct to the best of my knowledge and all household members have fully disclosed income from all sources.

	<<Leaseholder>>	
Date	Print name of Tenant	Signature of Tenant

	<<Co-leaseholder>>	
Date	Print name of Tenant	Signature of Tenant

Date	Print name of Tenant	Signature of Tenant

Date	Print name of Tenant	Signature of Tenant

Your personal information is collected under the authority of the Manitoba Housing Social Housing Rental Program and will be used to determine your eligibility for rental housing and to renew your approved level of rent subsidy. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA).

If you have any questions about the collection of personal information, please contact the Access and Privacy Coordinator, 352 Donald Street, Winnipeg, MB, 204-945-3025.