Housing Stability Program
Region of Durham

HSP Application Checklist

Documents required for the application must be uploaded to the application prior to application being submitted.

Required Verifications and Acceptable Documents

☐ Verification that all household members have status in Canada.
- Birth certificate, permanent resident card, immigration documents, passport for all household members.

☐ One piece of photo ID for all adult household members
- Valid driver's license, Ontario photo ID card, passport

☐ Verification of all household income
- Most recent 60 days (2 months) pay stubs, social assistance stubs, EI statement, or other type of income verification.

☐ Verification of all household assets, including the most recent 60 days (2 months) bank statements
- A downloaded bank statement from your online banking account, including screenshots of the downloaded full statement; or
- Clear pictures of a paper bank statement.
- Screenshots of online banking activity or transaction history are not accepted, as they do not show the complete bank statement.

Rental Arrears

☐ Proof of current rental arrears in the form of an N4 or L1 from the landlord or property managements company, and/or any Landlord and Tenant Board documents received to date including any orders.

☐ Co-op tenants require a schedule E & F (They will receive this after they have attended a Board Meeting to discuss their rent arrears)

☐ if renting a room, a letter from the property owner is acceptable (sublets are not eligible)

Utility Arrears

☐ Copy of the utility/energy bill showing arrears and if applicable any disconnection notices

☐ Proof that rent or mortgage is up to date. This does not apply for clients who also applying for rental arrears.

Last Month's Rent

- ☐ There is a valid reason for the move such as eviction, homelessness, discharge from an institution, fleeing family violence, family separation, rent amount is lower than current rent amount.
- ☐ Applicant has not moved into the address or already paid the last month's rent deposit
- ☐ Intent to rent form, rental promise note, or copy of the Ontario Standard Lease, completed by the landlord or property manager (sublets are not eligible)

Moving Costs

- ☐ Intent to rent form, rental promise note, or copy of the Ontario Standard Lease, completed by the landlord or property manager.
- ☐ Dr's note if applicant declares they require assistance with moving due to a disability.