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. Please note: further documents may be requested for applications as needed.

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 indicating last month's rent is required (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.