



Saskatchewan  
Housing  
Corporation

An Agency of  
Community Resources



## **GUIDELINES TO COMPLETE THE TENANT INCOME DECLARATION/CONSENT FORM**

Saskatchewan Housing Corporation (SHC) and Canada Mortgage and Housing Corporation (CMHC) fund programs to provide financial assistance to landlords for repairs on rental properties occupied by low income households. In order to determine eligibility for assistance, landlords are required to provide information about their tenant's income and number of persons living in the unit. Funding is based on the number of units rented to clients whose household income meets limits set by CMHC. Each household is asked to complete the attached declaration verifying their household income.

**Disclosure is voluntary on the part of the tenant/s and all information provided is kept strictly confidential. If you require further information or do not wish to disclose your income to your landlord, please contact our office and we will assist you directly.**

When calculating your gross annual income;

### **Include:**

- Wages
- All Pensions
- Self-Employed Earnings
- Employment Insurance
- Workers Compensation
- Social Assistance
- Dividends, Interest and Investment Income

### **Do not include:**

- Canada Child Tax Benefit
- Saskatchewan Child Tax Benefit
- Child Support Payments
- GST/PST Refund
- Saskatchewan Employment Supplement
- Saskatchewan Rental Housing Supplement
- Saskatchewan Income Plan
- Withdrawals from RRSP's
- Foster Child Allowance
- Student Loans

**If you need assistance calculating your gross annual income or you have questions about the program, please contact our office at 787-4177 or toll free at 1-800-667-7567 and ask for the Rental Repairs Department.**

**[Tenant Income Declaration/Consent Form](#)**

**THANK YOU FOR YOUR COOPERATION**