

Guide – Rental Assistance Request Table

Federal Community Housing Initiative – Phase 2 (FCHI-2)

Employment/ Other Household Income

Gross* eligible income, other than social assistance income. All income from adults must be included. All incomes from dependents must be excluded.

Total Income

Sum of the "Total Benefits" and "Employment/Other Household Income" columns.

Occupancy Charge/ Rent on the Lease

The amount on the lease **excluding** items such as parking, cable and Internet service.

Unit Size (ex: 3-bedroom)	Household Composition		Social Assistance Income (Leave blank if not applicable)		Employment/ Other Household Income (exclude social assistance income) gross monthly amount (\$)	Total Income gross monthly amount (\$)	Occupancy Charge/ Rent on the Lease monthly amount (\$)	Member Discount (Quebec only – Leave blank if not applicable) monthly amount (\$)	Primary Heating Source (select one)	Utilities (check all included in the rent)
	Adult	Dependent	Total Benefits gross monthly amount (\$)	Shelter Allowance Component (leave blank if not applicable) gross monthly amount (\$)						
									<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Oil	<input type="checkbox"/> Electricity <input type="checkbox"/> Heating <input type="checkbox"/> Hot Water

Unit Size

The unit size is based on the number of bedrooms. In Quebec, a 4 1/2 equals a 2-bedroom and a 5 1/2 equals a 3-bedroom.

Household Composition

All members must be allowed to reside in Canada, and the dwelling must be the primary residence of all the occupants.

- **Adult:** Any person aged 18 years or older, or otherwise emancipated in accordance with applicable laws, is considered an adult.
- **Dependent:** Occupant who is not considered financially responsible.

This includes:

- an individual who is attending a recognized educational institution on a full-time basis and is under the age of 26;
- an individual under the age of 18, without any dependents;
- an individual with a severe and recognized permanent disability who requires constant care.

Member Discount

In Quebec, many cooperatives give their members an occupancy charge reduction called a member discount. The discount must be included even if the household is not a member of the cooperative. If there are no discounts, leave this field blank.

Social Assistance Income

Total Benefits: Sum of all social assistance benefit amounts, including the **shelter allowance component** (if applicable).

Shelter Allowance Component: In some provinces, the social assistance program provides an allowance to cover housing-related costs. If this applies to your province, and the household benefits from this shelter allowance component, please **enter the gross* monthly amount of this allowance**.



*Note: The gross amount is the amount before all tax deductions.