



Ontario Works
 82 Erie Street 1st floor
 Stratford, ON N5A 2M4

ACCOMMODATION VERIFICATION FORM

Part I: To be completed by the tenant (Please Print)

Name:	Member ID:
New Address:	Caseworker:
City/town:	Postal Code:
Telephone #:	Date of Birth:

Part II: To be completed by the landlord (owner of the building) or superintendent only:

Landlord's Name:	Telephone #:
Landlord's Address:	
City/Town:	Postal Code:
Is the applicant: Renting Boarding (includes food) (circle the one that applies)	
Effective date of tenancy:	Do you own the building? <input type="checkbox"/> No <input type="checkbox"/> Yes
Amount being charged. \$ Monthly Weekly (circle the one that applies)	
Is hydro included in the rent? Yes No	
Is heat included in the rent? Yes No If no, how is it heated?	
Are the fridge and stove included? Yes No	
Complete address of the unit being rented to the tenant including 911 address if rural:	
street:	City/town: Postal code:
911 #:	Road Name:
Does anyone else reside in this unit with the tenant? Yes No If yes, please provide names:	
Are you a parent of the tenant or his/her spouse? Yes No	
Is last month's Rent required? Yes No (Note: Last Month's Rent can only be paid to the legal owner/property management firm.)	

TENANT'S SIGNATURE: _____ **DATE:** _____

LANDLORD'S SIGNATURE: _____ **DATE:** _____

This form must be fully completed in order for the changes to be processed.



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Rent Verification Form

The Rent Verification Form was developed for use by this office as a means of verifying accommodation costs in the absence of other forms of verification. This form is not a mandatory form if other acceptable documentation is submitted.

Below is a list of acceptable verification documents for rent, utilities, etc.

- Condominium fees statement;
- Fire insurance policy and premium receipts;
- Fuel receipts;
- House or apartment insurance;
- Hydro or utility receipts;
- Land registry records;
- Lease or rental agreement;
- Letter from landlord;
- Notice of rent increase;
- Rent receipt **with landlord's name, address and phone with the applicant or participant's address on it.**

For participants who reside in a private market rental accommodation, their own home, or in public housing, the shelter amount is the sum of the actual cost of shelter and fuel for heat, up to a maximum amount. The amount for shelter is based on the number of members in a benefit unit. Where shelter costs combined with fuel costs are below the maximum shelter amount, the actual cost is paid. The shelter amount does not include the cost of parking, phone or cable, if shelter costs are below the maximum shelter amount.