

Acceptable Documentation List

Below is a list of documentation that will be accepted by Manitoba Housing to verify your application. For each item you have been requested to provide, please see the associated box below and bring with you to your interview one of the following acceptable forms of documentation.

Proof of Identification

All applicants and adult household members need to provide either:

- One valid original government-issued photo identification **OR**
- One original government-issued identification **AND** one original photo identification.

For all dependents under 18 a Manitoba Health Card listing the dependents is required.

GOVERNMENT-ISSUED PHOTO IDENTIFICATION	DOCUMENTATION PROOF	WHERE TO GET IT
All adult household members	Provide a valid original of one of the following:	
	<ul style="list-style-type: none"> • Manitoba Driver's License • Manitoba Enhanced Driver's License 	Any Autopac Agent
	<ul style="list-style-type: none"> • Passport • Permanent Resident Card • Civilian Identification Card (National Defense) • Canada Firearms License • Canadian Forces Identification Card 	Service Canada (1-800-277-9914)
	<ul style="list-style-type: none"> • Manitoba Identification Card • Manitoba Enhanced Identification Card 	Manitoba Public Insurance (1-800-665-2410)
	<ul style="list-style-type: none"> • Treaty Indian Card • Secure Certificate of Indian Status (SCIS) • Certificate of Indian Status 	Indigenous and Northern Affairs Canada (INAC). (1-800-567-9604)
	<ul style="list-style-type: none"> • Metis Federation Card 	Manitoba Metis Federation (204-589-4327)
All dependents under 18 years of age	<ul style="list-style-type: none"> • Manitoba Health Card 	Manitoba Health (1-800-392-1207)

GOVERNMENT-ISSUED IDENTIFICATION	DOCUMENTATION PROOF	WHERE TO GET IT	
<p>All adult household members who do not have the above government-issued photo identification need to provide one of the following forms of identification plus an original photo identification from the list below.</p>	<p>Provide a valid original of one of the following:</p>		
	<ul style="list-style-type: none"> Manitoba Health Card 	<p>Manitoba Health (1-800-392-1207)</p>	
	<ul style="list-style-type: none"> Birth Certificate Certificate of Name Change 	<p>Vital Statistics (1-866-949-9296)</p>	
	<ul style="list-style-type: none"> Baptismal Certificate 	<p>Your Religious Institution</p>	
	<ul style="list-style-type: none"> Social Insurance Card IMM-1000 Immigration Record of Landing IMM5292 Confirmation of Permanent Residence IMM5688 Confirmation of Permanent Residence IMM1442 Refugee Claimant Commemoration or Certificate of Canadian Citizenship 	<p>Service Canada (1-800-277-9914)</p>	

ORIGINAL PHOTO IDENTIFICATION	DOCUMENTATION PROOF	WHERE TO GET IT
<p>All adult household members who do not have the government-issued photo identification need to provide one of the following original forms of photo identification plus a government-issued identification from the list above.</p>	<p>Provide a valid original of one of the following:</p>	
	<ul style="list-style-type: none"> Driver's License issued by another province or state Official school-produced student card 	<p>That province or state's Autopac Agent Your educational institution</p>

Proof of Citizenship

All adult household members who are not Canadian Citizens need to provide one of the following documents.

CITIZENSHIP	DOCUMENTATION PROOF	WHERE TO GET IT
All adult household members who are not Canadian Citizens	Provide one of the following*:	
	• Permanent Resident Card	Service Canada
	• IMM-1000 Immigration Record of Landing	(1-800-277-9914)
	• IMM5292 Confirmation of Permanent Residence	
	• IMM5688 Confirmation of Permanent Residence	
	• IMM1442 Refugee Claimant	

*Work Permit, Visitor Record, Study Permit and Temporary Resident Permits are not acceptable.

Proof of Custody

A household must provide one of the following documents when:

- They do not have full custody of their children;
- They care for foster children; or
- Their children are temporarily in care.

CUSTODY SITUATION	DOCUMENTATION PROOF	WHERE TO GET IT
Shared custody arrangement	Provide one of the following:	
	• Court-issued custody documentation	The Law Courts
	• Employment and Income Assistance (EIA) budget letter	Employment and Income Assistance caseworker
	• Notarized agreement with a stamp of certification	A notary public
	• Band income assistance budget letter	Band caseworker
	• Manitoba medical card listing the children	Manitoba Health (1-800-392-1207)
Foster children	• Fostering Agreement	Child Welfare Agency
Children in temporary care of a Child Welfare Agency	• Letter from Child Welfare Agency confirming there is a plan to reunify within two years	Child Welfare Agency

Proof of Income

All adult household members (except dependent(s) under the age of 22) who have not filed their taxes for the previous year must provide proof of income from all sources. See below for approved documentation.

Note: Bank or investment statements are NOT acceptable forms of documentation.

Filing your taxes is an easy opportunity to boost your income, even if you are not earning an income. Ask us how you can access benefits and file your taxes at no cost or visit <http://www.manitoba.ca/housing/mh/tenants/tax.html> for more information.

INCOME SITUATION	DOCUMENTATION PROOF	WHERE TO GET IT
Working	Provide one of the following: <ul style="list-style-type: none"> Your last 3 consecutive pay stubs An employer letter on company letterhead stating your monthly income, duration of employment and pay frequency. 	Your employer
Receiving Employment and Income Assistance (EIA)	Provide one of the following: <ul style="list-style-type: none"> An Employment and Income Assistance Budget Letter Band Income Assistance Budget Letter 	Your EIA Caseworker
Receiving Disability or Pension Payments	Provide one of the following: <ul style="list-style-type: none"> Disability Benefit Letter Pension Benefit Letter Letter from Service Canada stating all applicable benefit amounts 	Service Canada (1-800-277-9914)
	<ul style="list-style-type: none"> Private Pension Letter 	Your benefit administrator
Receiving a Veterans Benefit	<ul style="list-style-type: none"> Veterans Affairs Benefit Letter (stating the amount and duration of the benefit) 	Veterans Affairs Canada (1-866-522-2122)
Receiving Employment Insurance (EI) or Workers Compensation (WCB)	Provide one of the following: <ul style="list-style-type: none"> EI Letter stating benefit start and end dates, and dollar amount 	Service Canada (1-800-277-9914)
	<ul style="list-style-type: none"> Complete month of Notice of Deposit (3 recent benefit statements) 	Worker's Compensation Board

Self-employed	<ul style="list-style-type: none"> Full month's audited monthly income statement stating revenue and expenses 	Your accountant
Receiving income to pay for school	Provide one of the following: <ul style="list-style-type: none"> Manitoba Student Loan Award Letter Bursary/Scholarship Letter Band Assistance Letter 	Manitoba Student Aid (1-204-945-6321) Sponsoring agency
Lump sum payment for lost wages	<ul style="list-style-type: none"> Statement showing amount of payment 	Source of payment (e.g. former employer, MPI, etc.)
Income earned from investments	<ul style="list-style-type: none"> Three consecutive benefit statements 	Investment administrator
Insurance income	<ul style="list-style-type: none"> Statement from insurance provider showing living expense payment 	Insurance Provider
Support payments	Provide one of the following: <ul style="list-style-type: none"> Order to pay from courts or Maintenance Enforcement Program (MEP) Notarized letter from the other parent stating monthly commitment Letter from the other parent stating monthly commitment witnessed by a Commissioner of Oaths. 	Lawyer or Manitoba Law Courts Former spouse or child's other parent.
Educational support	<ul style="list-style-type: none"> Benefit statement showing the breakdown of support specific to shelter amount provided 	Your educational institution or Sponsoring Agency

Proof of Current Monthly Rental Charge

Where a household is currently renting a unit provide one of the following documents.

CURRENT RENTAL CHARGE	DOCUMENTATION PROOF	WHERE TO GET IT
Currently renting a unit	Provide one of the following: <ul style="list-style-type: none"> Statement of account Landlord letter indicating rental rate Copy of your lease agreement Your last 3 rent receipts 	Your landlord

Proof of Current Mortgage Payment

Where a household is currently paying a mortgage on their home provide both of the following documents.

CURRENT MORTGAGE PAYMENT	DOCUMENTATION PROOF	WHERE TO GET IT
Currently paying a mortgage	Provide both documents:	
	• Letter from your financial institution with your mortgage payment amount	Your financial institution
	• Copy of your property tax assessment	Your municipality

Proof of Homelessness

Where a household is currently homeless provide the following document.

HOMELESSNESS	DOCUMENTATION PROOF	WHERE TO GET IT
Currently homeless	• Completed Manitoba Housing- Housing Details Form (attached)	Support worker

Proof of Domestic Violence

Where a household is in a domestic violence situation provide one of the following documents.

DOMESTIC VIOLENCE	DOCUMENTATION PROOF	WHERE TO GET IT
Currently experiencing a domestic violence situation	Provide a letter of verification from one of the following:	
	• Social service professionals	Agency or shelter
	• Medical professionals	Medical professional
	• Law enforcement officers	Police Services/RCMP
	• Members of the clergy	Non-profit organization

Proof of Risk of Homelessness

Where a household is at risk of being homeless provide one of the following documents.

RISK OF HOMELESSNESS SITUATION	DOCUMENTATION PROOF	WHERE TO GET IT
Youth aging out of foster care	<ul style="list-style-type: none"> Completed Manitoba Housing- Housing Details Form (attached) 	Support worker
A single or adolescent parent forced to leave home	Provide one of the following:	
	<ul style="list-style-type: none"> Completed Manitoba Housing- Housing Details Form (attached) Court Order 	Support worker Lawyer or Manitoba Law Courts
Single person with disabilities forced to leave home	<ul style="list-style-type: none"> Completed Manitoba Housing- Housing Details Form (attached) 	Support worker
Experiencing family separation and forced to leave within 3 months	<ul style="list-style-type: none"> Court ordered separation with restraining order 	Lawyer or Manitoba Law Courts
Temporarily sheltered	<ul style="list-style-type: none"> Completed Manitoba Housing- Housing Details Form (attached) 	Support worker

Proof of Housing as a Barrier to Reunification

Where a household requires a more suitable unit in order to be reunified with their children provide the following document.

HOUSING AS A BARRIER FOR REUNIFICATION	DOCUMENTATION PROOF	WHERE TO GET IT
Housing conditions are considered a barrier to reunification with children	<ul style="list-style-type: none"> Letter from Child Welfare Agency indicating housing as a barrier for reunification 	Child Welfare Agency

Proof of Permanent or Temporary Disability

Where an applicant or co-applicant has a permanent or temporary disability provide one of the following documents.

PERMANENT OR TEMPORARY DISABILITY	DOCUMENTATION PROOF	WHERE TO GET IT
Unable to maintain current home or remain independent due to physical limitations or mental health problems	Provide one of the following*:	
	<ul style="list-style-type: none"> • Medical certificate 	Medical professional
	<ul style="list-style-type: none"> • Doctor's letter indicating disability and length of disability 	
	<ul style="list-style-type: none"> • Letter confirming psycho-social assessment outcome from a recognized institution (e.g. assessment conducted by the Learning Disabilities Association of Canada) 	A recognized institution such as the Learning Disabilities Association of Canada
	<ul style="list-style-type: none"> • Manitoba Housing-Medical Information Form (attached) 	Medical professional

*Note: The receipt of EIA –Disability or the Disability Tax credit is not an acceptable form of documentation.

Proof of Need to Move Closer to Work, School, Child Care or Support Services

Where a household needs to move closer to work, school, child care services or support services provide the following information.

NEED TO MOVE CLOSER TO SERVICES	DOCUMENTATION PROOF	WHERE TO GET IT
Need to move to be closer to necessary work, school, child care or support services	<ul style="list-style-type: none"> • Name and address of new work, school, child care or support services 	

Proof of Inadequate Housing

Where a household's current housing situation is inadequate provide one of the following documents.

INADEQUATE HOUSING	DOCUMENTATION PROOF	WHERE TO GET IT
Currently living in an inadequate unit that requires major repairs or has unsafe conditions	Provide one of the following:	
	<ul style="list-style-type: none"> Residential Tenancies Branch (RTB) Order to Repair 	The Residential Tenancies Branch
	<ul style="list-style-type: none"> Manitoba Housing- Housing Details Form (attached) 	Support Worker
	<ul style="list-style-type: none"> Letter from Public Health, Fire Department, or Municipality 	Public Health Department Fire Department Your Municipality

Proof of Education Status

Where an applicant or co-applicant is currently in or will be attending school provide one of the following documents.

EDUCATION	DOCUMENTATION PROOF	WHERE TO GET IT
Currently attending or registered to attend an educational institution	Provide one of the following:	
	<ul style="list-style-type: none"> Letter of Enrollment Letter of Registration 	Your educational institution

Proof of Pet Vaccination

Where a household has a pet registered in the unit, please provide proof of vaccination at renewal.

PET VACCINATION	DOCUMENTATION PROOF	WHERE TO GET IT
Currently have a pet or service animal registered with Manitoba Housing	Provide one of the following:	
	<input type="checkbox"/> Proof of vaccinations <input type="checkbox"/> Letter confirming vaccination is not required.	Your veterinarian clinic