City of Kingston
Ontario Works Program
Community and Family
Services Department

362 Montreal Street
Kingston, Ontario
Canada K7K 3H5

Telephone: (613) 546-2695
Fax: (613) 546-9658

TENANCY/RESIDENCY CONFIRMATION FORM

RE: _____ (Tenant's Name)

D.O.B.: _____ MEMBER I.D.: _____

CASE MANAGER NAME: _____DATE ISSUED: _____

This letter is verification that the above named individual(s) is/are:

❒ Now renting with monthly rent payable of $_____

❒ Now paying room & board with monthly amount payable of $_____

❒ Accepted to rent with monthly rent payable of $_____

❒ Accepted to room & board with monthly amount payable of $_____

Date Available: _____

Please check one of the following services if the applicant(s) is/are responsible for payment, in addition to rent:
❒ Utilities HEAT: electric ❒ oil ❒ gas ❒

AT THE FOLLOWING ADDRESS: _____APT #_____

_____POSTAL CODE: _____

The dwelling type is:

❒ Apartment
❒ Townhouse
❒ Semi detached house
❒ Detached house

The # of people who are, or will be sharing this residence: _____

Name: _____

Name: _____

Name: _____

What is the **TOTAL RENT** payable for this address? $_____

Is there a Lease Agreement for this address? Yes ❒ No ❒

Are you related to the tenant? Yes ❒ No ❒

Is this a subsidized housing unit? Yes ❒ No ❒

Landlord's/Landlady's Name: _____

Address: _____Phone#: _____Postal Code: _____

Landlord's/Landlady's Signature: _____Date: _____

Applicant's Signature: _____Date: _____

Notice with Respect to the Collection of Personal Information (Freedom of Information and Privacy Act) (Municipal Freedom of Information and Protection of Privacy Act). This information is collected under the legal authority of the Family Benefits Act, R.S.O. 1990, c.F.2 or the Ontario Works Act 1997, the Ministry of Health Act, Section 6 (2) and the Ontario Drug Benefit Act, 1986. The information will be used for the purpose of:

Administering the Ontario Government Social Assistance Program. For more information contact your nearest…

(1) Ministry of Community & Social Services office, phone: (613) 545-4553.
(2) City of Kingston/Ontario Works Programs, Community and Family Services Department office, phone: (613) 546-2695 or in Sharbot Lake, Ontario, phone: (613) 279-3151.