

Annual Income Review FAQs

Why does Civida do annual income reviews?

If you live in Community Housing or are a rent subsidy recipient, Civida is required by section 5 of the Social Housing Accommodation Regulation to verify the income of all tenants and subsidy recipients every year to confirm continued eligibility.

The annual income review is also used to calculate your rent or subsidy amount every year.

If you live in Near Market Rentals, an annual income review is required because of the agreements in place for that building. Your annual income review must be completed by the anniversary of your tenancy agreement (lease) or rent subsidy agreement.

How will I know I have to complete my annual income review?

The annual income review form will be mailed or emailed to you. If you are with the Office of the Public Guardian and Trustee, it will be mailed to that office. Civida sends the annual income review form and cover letter to all subsidy recipients about four months before your anniversary date.

This is so you have enough time to fill out the form and get supporting documents like pay stubs and so that we have time to follow up with you and get more information if needed.

You are asked to return the completed form and supporting documents as soon as possible.

The form must be returned to Civida by mail, fax, email, or in person in at our office. If you have not returned a completed annual income review form, about two months before your anniversary with us, we will send you a reminder.

If within a month before your anniversary date, we have not yet received the annual income review, we will send you a final reminder. If you need another copy you can get them online at www.civida.ca or in the office.

What do I need to submit with my annual income review form?

Your income review must include:

- Proof (documentation) of all income and money listed in the form for all household members 15 years or age and older from any source – for example, pay stubs or benefits summaries. This includes self-employment income and any money received throughout the year. Please do not send original. If you need to make copies, you can bring your original into Civida's office with your completed form.

- Proof of student status for all household members 15 years of age and older – for example, education enrollment confirmation.

Your annual income review must also include asset information, including information about vehicles if you have more than one vehicle.

What happens after I submit my annual income review?

After you submit your annual income review to Civida, we will go through the form and calculate your household income. After we calculate your income, we will check that your household is still eligible by:

- Checking that your household income is below the household income limits set by the Government of Alberta, and
- Checking that your household composition is still eligible.

Eligible Household

If your household remains eligible, we will then calculate your rent or subsidy amount. We will thank you for completing your annual income review and letting you know what your rent or subsidy amount will be for the next year. If your rent is going to change, it will become effective the first day of the next month after the adjustment notice is sent.

Ineligible Household

If your household is no longer eligible, we will thank you for completing your annual income review and let you know why you are ineligible. If you are living in Community Housing or Near Market, you will be asked to move. If you are receiving a Direct Rent Supplement (DRS), payments will be stopped and if you are in a unit in the Private Landlord Rent Supplement (PLRS) program, you will be given notice that your subsidy will end.

What happens if I do not complete my annual income review?

If you do not submit your annual income review by your anniversary date, you will be asked to leave your household, or your subsidy will end.

What if I forget to complete my annual income review before my anniversary date but now I want to submit it?

Contact the office at 780-420-6161 to speak with your Housing or Rent Supplement Clerk about submitting your completed annual income review.

What happens if my household has changed?

Complete a Change of Information form and sent it to the office as soon as possible.

RRSPs, RRIFs, RESPs, RDSPs, and TSFAs are exempt assets and do not need to be disclosed.