

## Proof of Custody

Under the **Housing Services Act**, there are occupancy standards that determine the number of bedrooms, or unit size, that you qualify for.

Households are entitled to a maximum number of bedrooms in a social housing unit according to the size of their household.

A couple (married, common-law, or same sex couple) are entitled to one bedroom.

Each additional bedroom must be occupied by a member of the household.

Children are defined as a person less than 18 years of age and are the biological child or legal ward of the tenant. Each child is eligible for their own bedroom.

Additional bedrooms may be allowed due to:

- A member of the household is pregnant
- A member of the household has joint custody of a child
- A member of the household has overnight visitation rights for a child

**Proof of Custody is required for every child indicated on the application who does not live full time in the household. Please note documents must be recent (dated within last 12 months). If you have not provided proof of custody by the time you are offered housing, it may affect your offer of a unit.**

Here are some suggestions to help you meet this requirement:

- Letter from OW confirming names of children covered under applicants benefit unit
- Letter from ODSP confirming names of children covered under applicants benefit unit
- Ontario Child Benefit (OCB) Statement with dependents listed (based on most recent tax year)
- Canada Child Benefit (CCB) Statement with dependents listed (based on most recent tax year)
- Income Tax papers with children listed (most recent tax year)
- Recent Healthy Smiles document with children listed
- Recent Divorce/Separation Agreements
- Recent Custody/Visitation Agreements
- Recent Court Ordered Documents
- Recent Personally Developed Agreements – **must either be notarized or witnessed by a commissioner of oaths**

If you receive social assistance, HAP may be able to verify your information on the Ontario Works Database. If you would like to give consent for this, please sign this section of your application.

## Contact Us

Housing Access Peterborough (HAP)

Phone 705-748-8830 or toll free 1-855-738-3755 or Email [hapinfo@peterborough.ca](mailto:hapinfo@peterborough.ca)

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