

## Schedule 'A' Tenant Information

This information is to be filled out between the Landlord and the Tenant and shall be retained by the Landlord in accordance with the Secondary Suite Grant Funding Program Agreement (reference of 4.4). The Landlord shall provide the Schedule A, annually, to the City of Edmonton. It is used to verify the eligibility of the Tenant to the Property's Secondary Suite and the continuing eligibility of the Landlord to receipt of the Grant Funding.

1. Date: \_\_\_\_\_
  
2. Address of Premise/Secondary Suite: \_\_\_\_\_  
\_\_\_\_\_
  
3. Landlord Information:  
Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_
  
4. Tenant Information:  
Name of Tenant: \_\_\_\_\_  
  
Name of all other occupants in the premises:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Total Household Income of Tenants:       \$ \_\_\_\_\_

Review the listed applicable documents to confirm all pre-tax/gross, taxable income from all sources for all persons in the household, aged 17 years and older and not going to school. Copies of income documents are **not** required to be submitted with the Schedule A form.

- Government of Canada T4
- Income support (AISH, Alberta Works)
- Employment Insurance, WCB
- Alimony

Do not include GST credit of family tax credit

6. Term of Tenancy

Fixed Term Tenancy Agreement \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

And ending on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

7. Amount of Monthly Rent: \$ \_\_\_\_\_

I certify the above to be correct:

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Signature of Tenant

This section is to be completed when the tenancy ends:

Date of Tenant's move out: \_\_\_\_\_

Form to be mailed to:

City of Edmonton  
Housing Coordinator  
18th Floor, Edmonton Tower  
10111 - 104 Avenue  
Edmonton AB T5J 0J4

OR Emailed to:

[secondariesuites@edmonton.ca](mailto:secondariesuites@edmonton.ca)