

Landlord's Statement for Board or Travel Allowance Entitlement on OPG Sites

DEAR LANDLORD:

Based on where a tradesperson, who works on an Ontario Power Generation Inc. site, lives and what type of accommodations they are renting or leasing, they may be entitled to receive a payment for travel allowance or board allowance. Your co-operation in providing the following information will assist in determining the employee's eligibility for these allowances.

<p>_____ (Employee name) has indicated that he/she resides at the following address <u>that he/she rents or leases from you:</u></p> <p>Address: _____</p>

THE FOLLOWING INFORMATION IS SPECIFIC TO THE ABOVE NAMED EMPLOYEE/ADDRESS ONLY:

- ◆ **Currently resides at the above address:** YES NO

- ◆ **Rented from:** _____ (start date) **to:** _____ (end date)

- ◆ **Rents the following accommodations:**

<input type="checkbox"/> Room	<input type="checkbox"/> House	<input type="checkbox"/> Self-contained Apartment <small>(Must be restricted access entrance, separate kitchen, bathroom & bedroom)</small>
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- ◆ **Rents on following basis:**

<input type="checkbox"/> Annually	<input type="checkbox"/> Monthly	<input type="checkbox"/> Weekly	<input type="checkbox"/> Daily	\$ _____ Rent Amount Payment
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- ◆ **Signed a lease with me:** YES NO

- ◆ **Are ALL utility bills included in monthly rent:** YES NO (ie, Hydro, Gas, Oil, Water)

- ◆ **Board Allowance applicant must attach a Home Phone Bill or Home Cable/Satellite Bill/Internet Bill if they are not included as part of the monthly rent:** YES NO

- ◆ **Is a relative:** YES NO

- ◆ **Comments:** _____

Landlord's Name (Please Print) _____

Landlord's Address _____

Landlord's Phone Number _____

Landlord's Signature: _____ **Date:** _____

I hereby confirm that I am the owner or recognized agent of the above residence. I confirm that the information provided accurately reflects the living situation of the above tenant and I am available to provide further information if needed.

PLEASE NOTE: Failure to provide the above information may result in the applicant being denied board or travel allowance. Providing false information is considered fraud and may result in prosecution under the CRIMINAL CODE OF CANADA.

This form can be used for primary residence if the employee is renting a primary residence or can also be used for temporary accommodation verification at the job location.

Employees are required, where applicable, to complete this form and return it directly to their Employer.