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| TITLE: CHANGING INSITU TENANTS FROM MARKET RENT TO RGI | SECTION: SOCIAL HOUSING |
| DATE: June 28, 2004 | POLICY NO.: KDSB-SH-II-07 |
| APPROVED BY: Resolution No. 2004-50 | REVISED: |

1. POLICY STATEMENT

It is the policy of the Kenora District Services Board to establish a local priority rule to assist insitu market rent tenants in obtaining Rent-Geared-To-Income (RGI) assistance provided they meet the eligibility requirements based on a review of their income.

Background

This policy deals with the insitu market rent tenant who experiences a significant economic change that adversely affects his/her ability to pay full market rent. Changes that could affect the tenants ability to pay market rent may be:

- (1) loss of income, and/or
- (2) loss of a spouse or co-applicant

2. PROCEDURE

- (1) Applicants are required to meet eligibility requirements under the Social Housing Reform Act and Regulations as well as local eligibility requirements; and
 - (i) the tenant has resided in a social housing provider unit for not less than twelve (12) consecutive months;
 - (ii) the tenant currently meets the occupancy standards in their present unit;
 - (iii) the tenant has no record of any housing violation;
 - (iv) the tenant has experienced a change in circumstances that affects their ability to continue to pay market rent;
 - (a) the household experiences loss of income; and/or
 - (b) the household experiences a loss of spouse / co-applicant
 - (v) the tenant does not have any arrears in payment of rent and/or utilities (if applicable).

Note: An exception may be granted to a tenant with arrears because the tenant has experienced a significant change to their income, and provided the tenant has advised the Housing Provider of the situation no later than four (4) months after experiencing the change in circumstances.

- (2) The insitu market rent tenant shall advise the housing provider of the change in circumstances within the four (4) month timeframe.
- (3) If the housing provider wishes to utilize this local priority, the provider will:
 - (i) Acknowledge that there is a vacant RGI unit in its project(s);

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- (ii) Make a request for an applicant list from the centralized waiting list;
 - (iii) Advise the insitu tenant to apply to the centralized waiting list (which includes a separate insitu waiting list);
 - (iv) Acknowledge that the insitu tenant application date is the date that the tenant applies for the RGI assistance (not their original application date);
 - (v) Select an insitu market rent tenant in chronological order in accordance with the Service Managers approved rotational schedule;
 - (vi) Complete an 'Insitu Priority Verification Form' to assist the Service Manager in ensuring eligibility for this priority and placing a tenant on the centralized waiting list;
 - (vii) Ensure there are no designated 'quotas' attached to this local insitu market to RGI priority.
- (4) The Service Manager will:
- (i) Review all insitu tenant RGI applications for eligibility under the local priority;
 - (ii) Ensure that the tenant application date on the centralized waiting list is the date the tenant applies for RGI assistance and is not their original date of application;
 - (iii) Ensure and confirm that the housing provider has a vacant RGI unit when a request for an applicant from the centralized waiting list under this local priority is made;
 - (iv) Ensure that an insitu market rent tenant is selected in chronological order in accordance with the Service Manager approved rotational schedule;
 - (v) Ensure that the rotational schedule is based on a one-in-two unit basis;
 - (vi) Ensure that the special priority policy for victims of abuse continues to take precedence;
 - (vii) Ensure that applicants on the waiting list who have similar or greater needs are not displaced as a result of this policy.

Note: A former RGI tenant, who ceased to be eligible for subsidy because of income increases and who did not experience a reduction in income during the twelve (12) month period where a subsidy was on hold, would be eligible to reapply for RGI.



KENORA DISTRICT SERVICES BOARD

MARKET RENT TENANT APPLYING
FOR RGI ASSISTANCE

INSITU PRIORITY VERIFICATION FORM

Housing Provider: _____

Name of Tenant: _____ DOB: _____
(surname) (first name) (mm/dd/yyyy)

Address / Unit: _____

Date of Move-in: _____ Current Bedroom Size: _____

Does the tenant currently meet occupancy standards?: Yes No

Does the tenant have any current arrears in payment?: Yes No

Does the tenant have any record of any housing violation?: Yes No

Has the tenant been advised to apply to the centralized waiting list? Yes No

Additional Comments (Optional)

Housing Provider Signature

Date (mm/dd/yyyy)

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