

City of Kingston
Community and Family Services Department
Community Development Services Group

216 Ontario Street
Kingston, ON K7L 2Z3
(613) 546-4291 ext. 1266



DIRECTIVE

This Directive is effective March 30, 2006 and replaces Directive 02-27

- ☒ **Legislation/Regulation**
- ☒ **Operational (External)**
- ☒ **Operational (Internal)**

DATE: March 30, 2006
NUMBER: H-06-08

The policies and procedures in this Directive are to be implemented under the following programs:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Public Housing Program | <input checked="" type="checkbox"/> Aboriginal Program |
| <input checked="" type="checkbox"/> Non-Profit Program | <input checked="" type="checkbox"/> Public Housing
Rent Supplement Program |
| <input checked="" type="checkbox"/> Co-Op Program | <input checked="" type="checkbox"/> Ontario Community
Housing Assistance Program (OCHAP) |
| <input checked="" type="checkbox"/> Federal Program | <input checked="" type="checkbox"/> Community Sponsored Housing
Program (CSHP) |
| <input checked="" type="checkbox"/> Social Housing Registry | <input type="checkbox"/> Ontario Works Programs |

*Please note: If your program is not checked, this Directive doesn't apply to your project.

SUBJECT: Former Tenant/Member Arrears

BACKGROUND: One of the eligible procedures for all applicants who are seeking RGI assistance is screening for former tenant arrears. Under s. 7 (1) of O. Reg. 298/01 amended to 556/05, no member of the household can owe rent arrears and/or money owed as the result of reimbursement requested by the Service Manager under s. 86 of the Act, and/or money owed as a result of damage caused by a member of the household with respect to a previous tenancy in any housing project under any housing program.

However, an applicant or special priority household category applicant with former arrears is considered to be eligible for RGI assistance in the following cases:

- if the Service Manager is satisfied with extenuating circumstances
- if any member of the applicant household has entered into an agreement with former Housing Provider for the repayment of the arrears and the Service Manager is satisfied that the member is making or intends to make all reasonable efforts to repay the arrears.

In the case of a former joint tenancy with an abusing individual, a special priority applicant must enter into an agreement with the Housing Provider for the repayment of 50 per cent of the arrears, and the Service Manager is satisfied that the member is making or intends to make all reasonable efforts to repay 50 per cent of the arrears.

ACTION TO BE TAKEN: In the case of former tenant/member arrears indicated by an applicant under Part A of the Application Form, The Social Housing Registry will assess the completeness of the application form with respect to existing repayment schedule and its standing.

The application form is deemed to be incomplete until the repayment schedule (Attachment 1) or Tenant/Member Arrears Report (Attachment 2) is signed by the Housing Provider and attached to Part A of the Application Form. It is responsibility of the applicant to provide all required information and documentation. Procedures are indicated in the Chart attached to this Directive (Attachment 3).

Under the standard reporting form Housing Providers will identify:

- The type of former tenant/member arrears (rent reimbursement requested by a Housing Provider under s. 86 of the Act, or damage arrears)
- The status of the Repayment Schedule.

Tenant/Member Arrears Report must be prepared by the Housing Provider and will be utilized by The Social Housing Registry for the eligibility determination.

Applicants are eligible for RGI assistance with the repayment schedule in good standing as defined by the Housing Provider. Repayment schedules should not exceed 6 months unless extenuating circumstances are specified by the household and accepted by the Housing Provider. As a general practice, it is anticipated that by the time of the selection for a vacant unit former tenant/member arrears are to be paid in full by the applicant unless extenuating circumstances are specified.

Eligibility of the applicant with the repayment schedule will be monitored by The Registry through a periodic eligibility review based on updated repayment schedule information provided either by the applicant or by the Housing Provider.

Housing Providers must notify The Registry if they receive irregular or no payments under the signed repayment schedules with their former tenants/members who have applied for RGI assistance. In this event, The Registry will initiate the eligibility review for these applicants under s. 11 of O. Reg. 298/01 amended to 182/02.

The eligibility requirement with respect to former tenant/member arrears applies to any housing project and any housing program administered by the Service Manager, including federal programs. Housing Providers may deem an eligible applicant unsuitable if arrears are not paid in full.

Federal program providers not administered by the Service Manager but voluntarily participating in the centralized waiting list delivery should amend their operational policy including a Board motion on reporting former tenant/member arrears to The Social Housing Registry.

SOCIAL HOUSING REFORM ACT, 2000 – REFERENCE:

s. 7 (1), s. 11, O. Reg. 298/01 amended to 556/05

If you have any questions please contact Cheryl Mastantuono, Manager, Policy Development at 613-546-4291 ext 1253

Cheryl Mastantuono
Manager, Policy Development

Attachments:

1. Arrears Repayment Agreement and Schedule
2. Former Tenant/Member Arrears Report
3. Procedural Flowchart

c.c. Lance Thurston, Commissioner, Department of Community Services
Greg Grange, Director, Community and Family Services Department
Liz Fulton/Marian VanBruinessen/Susan Beckel, County of Frontenac
Alan McLeod, Senior Legal Counsel, Legal Division
Supervisors, Housing Programs
The Social Housing Registry
Tanie Steacy, Manager, Program Delivery
Adèle Lafrance, Manager, Administrative Services

Arrears Repayment Agreement and Schedule

*Insert the name of the Housing Provider
address*

Telephone () _____

Fax () _____

Name of the tenant/member/or former tenant / member:

Address: _____

I hereby acknowledge a debt owed by me to _____
(housing provider)

in the amount of \$ _____.

I agree to make repayment of the amount owing according to the repayment schedule as mutually agreed and detailed below.

In addition to the current monthly rent of \$ _____.

I agree to pay as follows:

Date (month/day/year)	Amount to be paid in addition to the monthly rent	Balance, \$	Comments

A repayment schedule should not exceed a 6 month period

I understand that my failure to comply with this agreement and repayment schedule will result in ineligibility for rent-geared-to-income assistance as determined by the housing provider.

Signed _____
(Tenant/Member/Leaseholder)

Signed _____
(Property Manager or authorized housing provider's representative)

Date (month/day/year) _____

I hereby acknowledge receiving a duplicate signed copy of this Agreement and Repayment Schedule.

Signed _____
Tenant/Member/Leaseholder

Former Tenant/Member Arrears Report to the Social Housing Registry

Prepared by

Name of Housing Provider:

Please indicate the name of former Tenant/Member and Social Insurance Number (SIN)

_____ (name) _____ (SIN) _____ (name) _____ (SIN)

_____ (name) _____ (SIN) _____ (name) _____ (SIN)

_____ (name) _____ (SIN) _____ (name) _____ (SIN)

Housing Project: _____

Address: _____

Date of move out (month/day/year) _____

Reimbursement requested by Housing Provider under s. 86 of the Social Housing Reform Act, 2000 \$	
Rent Arrears \$	
Maintenance Arrears \$	
Total \$	

Please check the STATUS of Repayment Schedule:

No Schedule ☐

Signed ☐

In good Standing ☐

Irregular or no payments ☐

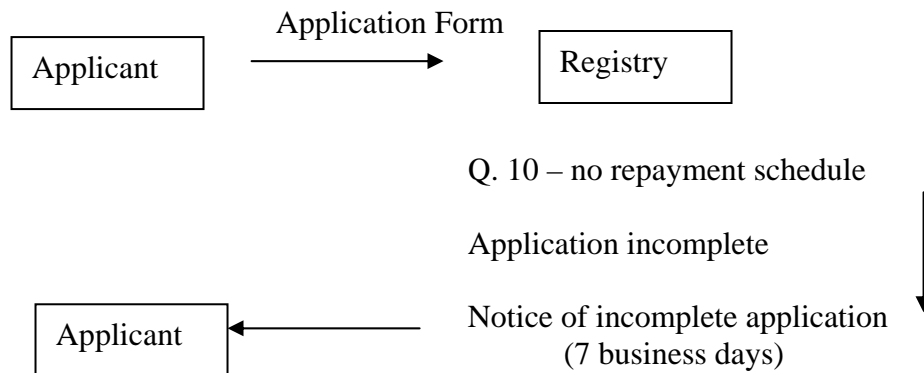
Paid in Full ☐

Completed by _____

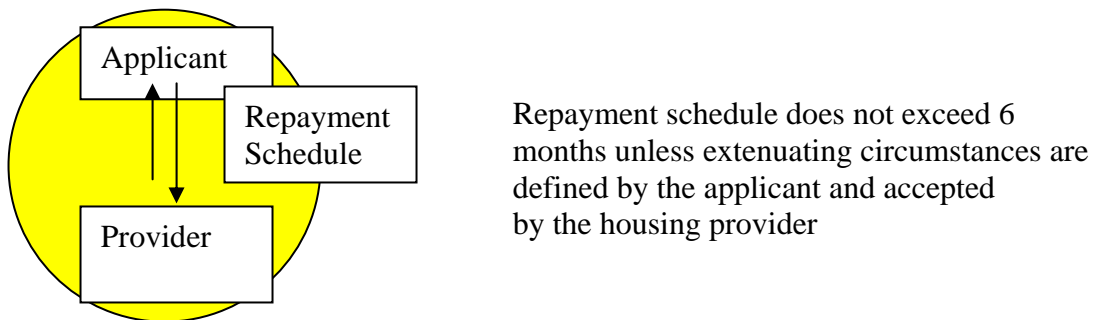
Date _____

Arrears (Rent and Maintenance)

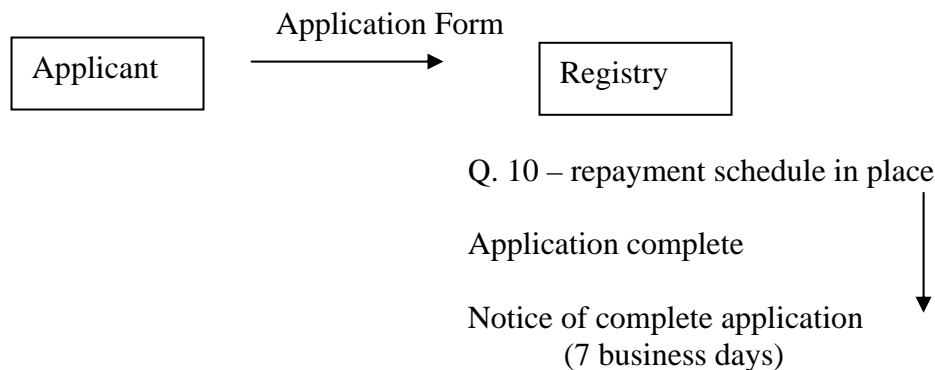
Step 1. Applicant submits an Application Form Part A to the Registry



Step 2. Applicant negotiates a Repayment Schedule with former Housing Provider



Step 3. Applicant submits a complete Application Form with Repayment Schedule



Determination of Eligibility