



# **Rent Supplement Program**

## **Halton Region**

### **Information for Landlords**

#### **What is the Rent Supplement Program**

The Rent Supplement Program places subsidized tenants in approved private sector buildings in Halton. Private sector landlords offer rental units to Halton Region under the program. Halton Region subsidizes the difference between the agreed to market rent and a subsidized tenant's rent.

#### **How to apply**

Private sector landlords complete the attached application form and send it to:

Employment, Housing & Social Services Division  
Social & Community Services Department  
690 Dorval Drive, 7th Floor  
Oakville, ON L6K 3X9  
Attention: Liisa Taskila  
Housing Services Coordinator

Rent Supplement staff will arrange an inspection of the property and will review the project details with the owner's representative.

If the housing offered is acceptable, the landlord will be advised in writing of the terms of the approval.

#### **Rent Supplement Agreement**

When the offer of rent supplement units is approved, Halton Region will prepare the Rent Supplement Agreement for signature. The agreement has the following features:

- There is a schedule listing the units under agreement and the approved rent. This schedule is revised as needed when changes occur.
- Describes the way in which tenants are selected for rent supplement units
- How increases to rents are administered during the agreement: rent for the units under agreement can only increase in accordance with the Residential Tenancies Act; rate increases are subject to approval by Halton Region.
- If the agreement is terminated by either party the tenant continues to live in the unit and be subsidized by Halton Region until he/she moves out or no longer qualifies.

## **Special Notes**

- Halton Region will not subsidize sitting tenants (some exceptions).
- As the approval process can take some time, if a landlord has a vacant unit before the approvals are in place, he/she should rent it out to non-subsidized tenants. Halton Region will take the next vacant unit after the agreement has been signed.
- Landlords must give Halton Region 60 days notice of a unit becoming available.

## **Selection of tenants**

RS staff will refer applicants from the Halton Access to Community Housing (HATCH) waitlist or by other Halton approved method identified in the agreement and households must meet and maintain eligibility requirements.

When a RS landlord has a vacant unit, he/she will be offered one applicant to consider. The landlord may conduct the usual credit checks and application process to approve the applicant for tenancy.

Once the tenant has been selected and has signed the Rent Supplement tenant agreement, the landlord enters into a standard lease with the tenant which is enforceable under the Residential Tenancies Act. Halton Region is not party to the lease held between the tenant and the landlord.

The amount of rent in the lease is the rent-geared-to-income rate determined by Halton Region. The tenant must keep Halton Region advised of any changes in the household income, members, etc. If the rent needs to be adjusted, the landlord will be advised by Halton Region of the new amount.

## **Tenants Moving In**

Tenants will sign a Rent Supplement Agreement with Halton Region informing them of their responsibilities as a tenant of rent-geared-to-income. A copy of this agreement will be given to you.

The tenant must also sign a lease with the landlord and a copy is to be forwarded to the Housing Services Coordinator for the Rent Supplement Program. The tenant and the landlord will make arrangements for key pick up and elevator requirements.

## **Please direct any enquiries to:**

Housing Services Coordinator  
690 Dorval Drive, 7<sup>th</sup> Floor  
Oakville, ON L6K 3X9  
905-825-6000 x.4421  
1-866-442-5866

# Rent Supplement Application Form

Personal information is collected under the authority of the Housing Development Act, R.S.O. 1990, c.H.s.2, the Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c.M.30 and the Housing Services Act, 2011 or any subsequent legislation. It will be used to determine the suitability of the units offered by landlords. Personal information may be disclosed to The Regional Municipality of Halton, the Ministry of Municipal Affairs and Housing and other municipal/provincial and federal departments and agencies who assist in the provision of affordable housing. Questions about this collection should be directed to the Housing Services Coordinator who will forward your questions to appropriate management for a response.

## To be completed by Owner or Managing Agent

<b>Owner Information</b>		
Name:		Telephone No.
Email:		Fax No.
Address:	Municipality:	Postal Code
Cheques payable to (include complete mailing address)		
<b>Managing Agent Information</b>		
Name:		Telephone No.
Email:		Fax No.
Address:	Municipality:	Postal Code
Cheques payable to (include complete mailing address)		
<b>Building Location</b>		
Address	Municipality:	Postal Code
<b>Building Information</b>		
Contact for Building Inspection		Telephone No.
Fax No.		Email:
<b>Rent Supplement Agreement Information</b>		
Agreement to be drawn in favour of:	Term of Initial Agreement	Effective Date

**Please Specify Complex Type**

Single Detached <input type="checkbox"/>	Semi-detached <input type="checkbox"/>	Condominium <input type="checkbox"/>	Duplex <input type="checkbox"/>	Triplex <input type="checkbox"/>
Non-Self Contained <input type="checkbox"/>	Apartment (with elevator) <input type="checkbox"/>	Apartment (walk-up) <input type="checkbox"/>	Row housing <input type="checkbox"/>	Other (specify) <input type="checkbox"/>
Built Under Government Program? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, specify:				

Number of stories	Year Built	Total Number of Units in Building
		Note: Halton Region generally will take no more than 25% of the units in any complex.

**Units Being Offered Under Rent Supplement Program**

Unit Type	Floor Area (Sq. Ft.)	Number of Units Offered		Monthly Rent
		Regular	Wheelchair Accessible	
Bachelor/Studio				\$
1-Bedroom				\$
2-Bedroom				\$
3-Bedroom				\$
4-Bedroom				\$

**Please specify if the following are included as part of the rent**

		Included	Not Included	Additional charges
	Heating (specify method)			
	Hot Water (specify method and if there is a rental fee)			
	Water			
	Hydro			
	Refrigerator			
	Stove			
	Washer/Dryer			
Television Services	Master Antenna			\$
	Cable T.V.			\$
Parking	Indoor			\$
	Outdoor			\$

I certify that the above information is correct, that the rents are in compliance with the Residential Tenancies Act, and that the building and unit meets all regulations applicable to landlords in Ontario.

Print Name

Signature

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