

Program Instructions



November 23, 2004

N° 2004-12

Please note if your program is not checked, this Program Instruction is not applicable to your project(s)

- Public Housing
- Provincial Reform Housing Programs
- Municipal Non-Profit Housing Programs
- Federal Unilateral Housing Programs
- Rent Supplement - Commercial
- Rent Supplement - OCHAP & CSHP
- Rent Supplement Homelessness

Subject **Treatment and Reporting of Vacant Units**

Authority s. 98 of the *Social Housing Reform Act, 2000 (SHRA)*
s 14 of *Regulation 339/01*

Effective Date Immediately

Summary All non-profit and co-operative housing providers have mandated target plans that set out the number of market and rent-geared-to-income units they are required to have. Housing providers must make every effort to achieve and maintain their target plans. Every time a unit turns over, the housing provider must check their target plan and current unit mix to determine if the unit should be rented to a market or RGI tenant. Housing providers must report vacancies and move-outs each year on the Annual Information Return (AIR), as well as reporting turnovers to the Housing Access Unit on the monthly Applicant Activity Forms.

Background The SHRA and associated Regulations establish the requirements for the selection of households for vacant units.

The Regulations require that a vacant unit be considered an RGI unit if the housing provider has fewer RGI units than the number required by the targeting plan.

Procedure When tenants give notice that they are vacating the unit, the housing provider must consult their targeting plan and current unit mix to determine whether the unit should be rented to an RGI or market tenant. If the housing provider has determined that they have fewer than the required number of RGI units, the provider must select the next eligible household from the Centralized Waiting List for placement in the unit.

Action Required

Housing providers must track and report vacancies and move-outs within their housing projects for both RGI and market units. A vacant unit is considered an RGI unit if the provider is below target for RGI units and intends to rent the unit to an RGI tenant. This information is required on pages 10 and 11 of the Annual Information Return (AIR) as part of the annual reporting package to the Service Manager.

Please contact your Program Co-ordinator if you have any questions.

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