

REGIONAL RENT ASSISTANCE PROGRAM

HOUSEHOLD ACKNOWLEDGMENT

TO: THE REGIONAL MUNICIPALITY OF YORK (the “**Region**”)
AND TO: INSERT HOUSING PROVIDER NAME (the “**Housing Provider**”)
FROM: INSERT TENANT NAMES (the “**Tenant(s)**”)

The members of the undersigned household acknowledge and agree as follows:

A. Information about the Rent Assistance Program

The Region provides funding to the Housing Provider through the Rent Assistance Program (the “**Program**”) to enable the Housing Provider to make some apartments more affordable for lower income tenants. The Housing Provider must follow the Program rules as set out in an agreement with the Region and in the Program guidelines.

Tenants participating in the Program receive a rent assistance benefit (the “**Rent Benefit**”) based on the household’s total gross income, calculated according to the Program guidelines. The Rent Benefit is paid by the Region to the Housing Provider. The Rent Benefit will be recalculated every year based on the updated financial and household information that the Tenant(s) must provide to the Housing Provider.

The Tenant(s) is/are responsible to pay the Housing Provider an amount equal to the difference between the market rent and the Rent Benefit (the “**Tenant Contribution**”). The Tenant Contribution will be adjusted every year to reflect the new Rent Benefit amount.

B. Information about the Rented Apartment:

Apt. #	Building Address	# Bedrooms	Initial Market Rent

C. Information about the people who will live in the apartment:

Only the following people will live in the apartment (members of the “**Household**”):

First and Last Name	Date of Birth

NOTE: As of Lease Effective Date – subject to change

The Tenant(s) have provided the Housing Provider with documents confirming that:

- 1) Every member of the Household is:
 - a Canadian citizen, OR
 - a permanent resident, OR
 - a refugee (or has made a claim for refugee status and is not under a deportation order).
- 2) At least one member of the household is 18 years of age or older and is able to live independently with, or without, support services
- 3) If any member of the household owes money to a social housing provider, a repayment agreement is in place and the household is making payments as agreed

D. The Market Rent, Tenant Contribution and Rent Benefit

- 1) The Market Rent specified in the Lease for the Rented Apartment is: \$.00
 The Household's Rent Benefit calculated according to the Program is: \$.00
 The Tenant Contribution is: \$.00
- 2) Every year the Housing Provider will give the Tenant(s) a notice of the updated Market Rent. Every year the Housing Provider will require the Tenant(s) to complete a Rent Benefit Renewal Form and provide all supporting documentation so that the Rent Benefit calculation can be updated.
- 3) As long as the Household meets the eligibility criteria of the Program, the Region will pay the Rent Benefit directly to the Housing Provider in order to make the Rented Apartment more affordable for the Tenant(s).

E. The Tenant(s) Obligations

By signing this Household Acknowledgement, the Tenant(s) and every other person aged 18 or older living in the Rented Apartment guarantee and promise that they will comply with the Tenant(s) Obligations listed below at all times during the tenancy.

- 1) Under the terms of the Lease, the Tenant(s) are always responsible to pay the market rent owing for the Rented Apartment and all rent increases permitted by the *Residential Tenancies Act, 2006*. As long as the Household is eligible to receive a Rent Benefit, the Tenant(s) is only required to pay the Housing Provider the Tenant Contribution which is the difference between the market rent and the Rent Benefit. The Region will pay the balance. The Tenant(s) will pay the Housing Provider the Tenant Contribution on or before the first day of each month.
- 2) In the event that the Household is no longer eligible to receive a Rent Benefit the Tenant(s) must pay market rent to the Landlord.
- 3) If any member of the Household provides any incorrect or misleading information in their application, any Rent Benefit form or in any other documents, the Rent Benefit may be retroactively reduced or discontinued. If this occurs, the Region may require the Tenant(s) to immediately repay the amount of any over payment of the Rent Benefit. The Tenant(s) will pay the amount immediately.
- 4) If the Tenant(s) want someone else to move into the Rented Apartment:
 - the Tenant(s) will request and receive the Housing Provider's approval of the new person BEFORE that person moves in, and
 - the Tenant(s) will give the Housing Provider eligibility and income information and supporting documents for the new person, and
 - every adult who lives in the apartment will sign a new Household Acknowledgement, and

- the Tenant(s) will pay the new Tenant Contribution based on a new Rent Benefit calculation.
- 5) In order to continue to receive a Rent Benefit, each year the Tenant(s) will:
- provide the Landlord with a completed Rent Benefit Request form signed by every person aged 18 or older who lives in the Rented Apartment; and
 - provide all supporting documentation requested by the Housing Provider to verify eligibility and/or recalculate the amount of the Rent Benefit, and
 - promptly notify the Housing Provider if someone listed on this Household Acknowledgement moves out of the Rented Apartment or if there is a significant change in a custody arrangement for a child or children living in the Rented Apartment.
- 6) If at any time during the tenancy the number of people living in the unit decreases and as a result there is no longer at least one person in the unit for each bedroom with couples sharing, the Tenant(s) will move to an appropriately sized apartment in the building. If the Tenant(s) refuse to move, the Tenant(s) no longer qualify for the Rent Benefit and must pay the Housing Provider the market rent for their Rented Apartment.
- 7) Tenant(s) can appeal the Housing Provider’s Rent Assistance Program decisions regarding:
- Eligibility for the Rent Benefit,
 - The amount of the Rent Benefit
 - Eligibility for the number of bedrooms in the Rented Apartment

Before appealing any Rent Benefit decision, the Tenant will discuss the decision with the Housing Provider and consider the explanation given by the Housing Provider. The Appeal will be reviewed by the Region and the Region’s decision is final.

EVERY MEMBER OF THE HOUSEHOLD, EIGHTEEN (18) YEARS OF AGE OR OLDER, MUST FILE THEIR INCOME TAX RETURN BY APRIL 30 OF EACH YEAR.

The Rent Benefit calculation must be updated annually based on the income tax returns for every member of the Household. If any member of the household does not file their income tax as required, the Rent Benefit will be cancelled and the Tenant(s) will be required to pay the market rent for the Rented Apartment.

I/We, the Household, have read and understand this Household Acknowledgement. I/We understand my/our rights and responsibilities as a Household receiving a Rent Assistance Benefit. I/We will honour the promises and guarantees that we have made in this Acknowledgment. We acknowledge that the terms and conditions of the Program may change from time to time and we agree to comply with the amended terms of the Program upon receipt of written notice of a change.

Date

Name of Each Adult Member of the Household <i>(Please Print)</i>	Signature