

This document has important information about York Region's COVID-19 In-Situ Program ("the program"). It is important that you read and understand this information when completing your application form. If you are approved for the program you will be provided with a letter outlining the eligibility rules in detail. If you have questions about the application or the program please contact your Housing Provider.

## WHAT IS THE COVID-19 IN-SITU PROGRAM?

The program provides a temporary rent benefit for up to four months to eligible market rent households living in community housing who, as a result of COVID-19, have experienced an involuntary, short-term income loss and, as a result, can no longer pay their rent in full.

## WHO CAN APPLY?

The program is available to households currently living in a non-profit housing, co-operative housing, or Housing York community in York Region paying market rent for their unit.

## WHAT ARE THE ELIGIBILITY CRITERIA?

To be eligible for the program you must meet all of the following eligibility criteria.

- ✓ You live in a community housing unit and pay market rent
- ✓ At least one member of your household is over the age of 16
- ✓ All members of your household are legal residents of Canada or refugee claimants
- ✓ Your household experienced an involuntary loss of employment-related income due to COVID-19 after March 1, 2020
- ✓ As a result of the loss, your household now pays 50% or more of your total gross (before tax) income towards rent
- ✓ Your household's total assets do not exceed \$20,000, including bank accounts, investments, and equity in any form of real estate
- ✓ If you owe rental arrears to your Housing Provider, you have a repayment plan in place, in good standing before March 30, 2020
- ✓ Your household does not receive rent-g geared-to-income, Regional Rent Assistance, portable housing benefit, IAH/OPHI Housing Allowance or the Canada-Ontario Housing Benefit
- ✓ Your household has applied for and received a decision about income support programs available to you, such as Employment Insurance, the Canada Emergency Response Benefit, and Ontario Works

## WHAT IF I DON'T HAVE ALL OF THE REQUIRED SUPPORTING DOCUMENTS?

You must complete the application in full and provide as many of the required supporting documents as possible to your Housing Provider. Let your Housing Provider know if you are not able to provide documents showing a loss of income.

**WHAT HAPPENS IF I AM APPROVED?**

If you are approved for the program we will send you a notice of decision by email advising you of the amount, start date, and end date of your benefit. You will pay an amount equal to about 30% of your household's gross income to your Housing Provider. The Region will pay your Housing Provider the difference between your contribution and the market rent for your unit.

Your benefit amount will be calculated based on the income you receive from other income support programs. Before applying to the program you must apply for other income sources available to you, such as the Canada Emergency Response Benefit, Employment Insurance, or Ontario Works.

**Example**

Jane lives in a non-profit community housing building and is renting a one-bedroom apartment with a market rent of \$1,270 per month. In 2019 her gross income was \$40,000. As a result of COVID-19, she lost her job and applied for the Canada Emergency Response Benefit on April 3, 2020, and is receiving \$2,000 per month.

Under the COVID-19 In-Situ Program, Jane would pay \$600 per month (30% of her monthly income) towards rent. The Region pays the Housing Provider \$670 per month, the difference between Jane's contribution and the market rent for the unit.

If you receive social assistance such as Ontario Works you will pay the maximum shelter allowance for your household to your Housing Provider. The Region will pay your Housing Provider the difference between your maximum shelter allowance and the market rent for your unit.

If you are not eligible for the Canada Emergency Response Benefit, Employment Insurance, or Ontario Works, you will pay a minimum rent amount of \$390 per month.

**WILL THE BENEFIT BE RECALCULATED IF MY INCOME CHANGES?**

The benefit is generally calculated once based on your income at the time of approval.

**WHAT WILL HAPPEN IF I MISREPRESENT INFORMATION ON MY APPLICATION?**

If the Region becomes aware that you have knowingly misrepresented information on your application your benefit will end and you may have to pay the benefit back in full to the Region.

**INSTRUCTIONS**

Please complete this form in full and provide the completed application and all supporting documents to your Housing Provider. Your Housing Provider will forward your completed application to York Region for review.

Housing Provider Name:

**SECTION 1 – HOUSEHOLD INFORMATION**

Number of bedrooms in your unit: Bachelor      1 bdrm.      2 bdrm.      3 bdrm.      4 bdrm.				
Street address:			Apartment number:	
City:	Postal code:		Date moved in (MM/DD/YY):	
Home telephone number:	Cell phone number:		Email:	

**WHO LIVES WITH YOU?**

List **all** persons living with you (including yourself)

Name of person living in your home (first name, last name)	Date of birth (mm/dd/yy)	Relationship to you
		Self

\*Everyone in your household must have legal status in Canada

**1. DESCRIBE WHY YOUR HOUSEHOLD'S INCOME HAS DECREASED**

Date of income/employment loss (MM/DD/YY):

Details:

\*Provide supporting documents to your Housing Provider such as a record of employment, employment termination/layoff letter, employment salary/hours decrease letter, etc.

**2. HOW MUCH DO YOU CURRENTLY PAY MONTHLY IN RENT? DO NOT INCLUDE SEPARATE CHARGES FOR EXTRA SERVICES, SUCH AS PARKING.**

<b>Rent</b>	\$
<b>Sector Support (Co-ops only)</b>	\$
<b>Total Cost per Month</b>	\$

**3. ARREARS OR OUTSTANDING PAYMENTS OWED**

Do you owe any money or outstanding payments to your Housing Provider?      Yes      No

Amount owed \$

Do you have a repayment plan in place?      Yes      No

**4. OTHER HOUSING BENEFITS**

Do you or any of your household members receive any of the following: rent-geared-to-income, Regional Rent Assistance, portable housing benefit, IAH/OPHI Housing allowance, Canada-Ontario Housing Benefit?

Yes      No

If yes, what is the name of the housing benefit:

**SECTION 2 – YOUR HOUSEHOLD INCOME AND ASSETS**

**1. WHAT WAS YOUR INCOME BEFORE THE LOSS OF INCOME, AND WHAT IS IT NOW?**

- ✓ Attach a copy of the most recent income tax return and notice of assessment for every member of your household aged 16 and older
- ✓ Attach copies of paystubs verifying previous income (past three months)
- ✓ Attach copies of documents verifying current income

**List all the members of your household who are 16 or older and all income received from every source (Canada and other countries) for each person**

Full-time student income is excluded

Please enter the name of the school attended in the income sections

Household Member	Income Source or School Attended	Former Gross Monthly Income	Current Gross Monthly Income
<b>Example:</b> John Smith	ABC Company	\$3,500	\$0
<b>Example:</b> John Smith	Employment Insurance	\$0	\$2,000
<b>Example:</b> Mary Smith	Pension from Germany	\$350	\$350
<b>Example:</b> Daniel Smith	University of Toronto	N/A	N/A

## **2. ASSETS OWNED BY ALL MEMBERS OF YOUR HOUSEHOLD**

Does the total value of assets owned by you and any of your household members exceed \$20,000?

Yes      No

Examples of assets include:

- Bank accounts in Canada and other countries
- Investments such as Guaranteed Income Certificates (GICs), stocks, or bonds
- Equity in any form of real estate in Canada and other countries

## **SECTION 3 – APPLICANT CHECKLIST**

**Remember, you must attach the following documents to your application:**

- ✓ Documents verifying your income loss (for example, a copy of the record of employment or most recent pay stub showing year-to-date income)
- ✓ Copies of the most recent income tax and notice of assessment for all household members age 16 and older
- ✓ Copies of income verification documents, including pension and allowance such as OW or ODSP

Submit your completed application and all supporting documents to your Housing Provider. Your application will not be considered without all of the required documents. If you are unable to provide the information outlined above please talk to your Housing Provider.

## **SECTION 4 – COLLECTION OF PERSONAL INFORMATION AND DECLARATION**

Personal information contained on this form is collected by The Regional Municipality of York under the legal authority of the Municipal Act, 2001, for the purposes of determining eligibility for the Regional Rent Assistance Program and evaluating program participation, administration and performance outcomes. Personal information will be retained, used, disclosed and disposed of in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, and all applicable federal and provincial legislation and regulations governing the collection, retention, use, disclosure and disposal of information.

For more information about the collection of personal information, contact:

The Regional Municipality of York  
17250 Yonge Street  
Newmarket, ON  
L3Y 6Z1  
1-877-464-9675, ext. 72062  
Program Manager, Housing Programs

**SECTION 4 – COLLECTION OF PERSONAL INFORMATION AND DECLARATION**

**Please read the following carefully before signing:**

- A. I have been provided a copy of and understand the rules of the COVID-19 In-Situ Program.
- B. I declare that all household members are legal residents of Canada or refugee claimants.
- C. I declare that my household's total assets do not exceed \$20,000, including jointly owned assets such as bank accounts, real estate and investments.
- D. I acknowledge that the terms and conditions of the Program may change from time to time and I agree to comply with the amended terms of the Program upon receiving them in writing.
- E. I know that the information I have provided on this form will be used by York Region to determine if I am eligible to receive a Rent Benefit.
- F. I confirm that all of the information on this form is true and that I/we have not left any important information out.
- G. I understand, and agree, that if York Region determines that the information on this form is not true York Region can stop my Rent Benefit and can make me pay York Region back.
- H. The Region will from time to time, audit files to check the accuracy of the information included in this form.

**All household members 16 years of age or older must sign below after reviewing the consent and declaration.**

Print name (first name, last name)

Signature

Date (MM/DD/YY)