



Household Composition & Income Review Form

Renewal Date: _____

Address:			Current bedroom size:	
Home / Cell / Work Number :			E-Mail:	
Parking Space #:	Make & Model:	Plate #:	Year:	Colour:
1.				
2.				

Tenant 1	Income Source or School Name	Date of Birth: <u>Month/Day/Year</u>	
Name/phone number/relationship of emergency contact:			

Tenant 2	Income Source or School Name	Date of Birth: <u>Month/Day/Year</u>	Relationship To Tenant
1.			
Name/phone number/relationship of emergency contact:			

Other Occupants	Income Source or School Name	Date of Birth: <u>Month/Day/Year</u>	Relationship To Tenant
1.			
2.			
3.			
4.			
5.			
6.			
7.			

The information I / we give to NHC is accurate and complete. I / we understand that NHC will use this information to assess my / our continued eligibility for rent subsidy and the size of unit as well as the amount of rent I / we will pay. I / We acknowledge that I / we have read and understood both the Household Composition & Income Review Instructions and the definitions / requirements for rent-geared-to-income eligibility.

Tenant #1 Signature

Date

Tenant #2 Signature

Date

If you agree to pay market rent, you don't have to provide proof of income for this and later lease renewals. Subsidy can be reinstated only under specific conditions.

I agree to pay Market Rent:

Signature of Leaseholder 1

Date

Signature of Leaseholder 2

Date

Information contained in this form and any attachments is confidential and collected solely for the purpose of your tenancy and will be used within the office of Nepean Housing Corporation and may be shared with other agencies, as required by law. Rent-geared-to-income (RGI) rules are set by the Province of Ontario in the Housing Services Act, 2011 and by the City of Ottawa as Service Manager (SM) in Service Manager Directives. In order to remain eligible for your rent-geared-to-income housing, you must follow these rules as a condition of ongoing eligibility for an RGI subsidy. Questions about the collection, use, disclosure, or retention of this information may be referred to the Chief Privacy Officer for NHC (Director of Administration), at 16 Kilbarron Road, Nepean, K2J 5B2.



Over Housed Households (HSA, 2011, O. Reg. 367/11 s. 38&42, SM Directive 20-01)

A household becomes over housed when it is no longer eligible for as many bedrooms in a unit as they once did as a result of a change to the household composition or additional bedroom eligibility. The eligible bedroom count is based on the *Housing Services Act, 2011* and the Local Occupancy Standards.

When a housing provider determines that an RGI household is over housed, it shall provide written notice to the household. Once the household has received written notice, the housing provider shall notify the Centralized Wait List (CWL, or The Registry), and the household shall be placed on the CWL within ten business days of notification. All RGI households deemed over housed shall indicate a preference for a minimum percentage of communities that have appropriately-sized units within the Service Manager area. Until such time that a household indicates their preference for housing communities that meets the minimum percentage of required communities, the household preference shall be all housing communities that have appropriately-sized units within the Service Manager area. The minimum number of housing community preferences increases the longer the household remains over housed as set out below. Failure of households to maintain the minimum percentage of communities on the CWL shall result in all housing communities that have appropriately-sized units with the Service Manager area being indicated as a preference.

Community Selection on the Centralized Wait List (CWL) by Over Housed Households	
0 – 365 days (Year 1)	You may choose to apply only for appropriately sized units within NHC's portfolio. NHC's policy states that households are eligible for ALL properties within the portfolio. You may also choose other providers if you wish.
366 – 729 days (Year 2)	You must indicate a preference for a minimum of 30% of the communities that have an appropriately sized unit on the CWL. For one-bedrooms: 40 properties, two-bedrooms: 52 properties, three-bedrooms: 44 properties.
After 730 days (Year 3)	You must indicate a preference for a minimum of 50% of the communities that have an appropriately sized unit on the CWL. For one-bedrooms: 67 properties, two-bedrooms: 86 properties, three-bedrooms: 73 properties.

Valid Offer of Housing (O. Reg. 367/11 s. 32.2, SM Directive 20-02)

Rent Geared-to-Income (RGI) households cease to be eligible for RGI assistance if they refuse a valid offer of housing. As such, households will only receive ONE valid offer of housing. Valid offers include those made by the current housing provider where the over housed household resides and those made by any other housing provider on the CWL. An offer is considered valid when it is an appropriate size unit and is a property that the household has indicated a preference on their CWL application.

Maximum Absence from a Unit (O. Reg. 367/11 s. 37, SM Directive 20-02)

Households are expected to occupy the unit for which they receive RGI assistance. The maximum period of time that members of the household may be absent from their unit and there not be occupying their RGI unit is 60 consecutive days or a total of 90 cumulative days in a calendar year. A member of the household who is absent for verified medical reasons is deemed to not be absent.

Pursuit of Income (O. Reg. 367/11 s.31, SM Directive 20-02)

Everyone over the age of sixteen is required to pursue income if not in full-time attendance at school.

Reporting Changes in Information (O. Reg. 367/11 s. 28, SM Directive 20-02)

The maximum period for reporting changes in information is 31 calendar days after the change for households in receipt of RGI assistance. This includes changes in the number of people living with you, type of income, or income tax reassessment.



CONSENT TO RELEASE INFORMATION

1. All members of the household consent to the release of information to an authorized representative of Nepean Housing Corporation for the purpose of determining or verifying the initial or ongoing eligibility for subsidized housing, or collecting of personal information pertaining to the "Household Income".
2. Without restricting the generality of the consent in Section 1, all members of the household specifically consent to the release of information relating to any bank account, assets of any nature of kind whatsoever held by any member of the household from any financial institution.
3. All members of the household further consent to an authorized representative of Nepean Housing Corporation disclosing to any party personal information about the members of the household for the purpose of determining or verifying initial or ongoing eligibility for subsidized housing.
4. All members of the household further consent to the exchange of information between Nepean Housing Corporation, Employers, Insurance Agencies, the Social Housing Provincial Arrears Database, Credit Bureau, Collection Agencies, Ontario Works, Ontario Disability Support Plan, Ministry of Community and Social Services, or the Government of Canada, the government of any other municipality, region, province or territory, the Government of Ontario, or any agency, ministry or department of any of the foregoing, for the purposes of determining or verifying initial or ongoing eligibility for rental subsidy or administering the rental subsidy.
5. All members of the household understand The Residential Tenancies Act states that any tenant who knowingly and materially misrepresents the household income or that of other person occupying the residential premises may be evicted and charged for the monies owed due to the misrepresentation.
6. **This consent will apply to inquiries made regarding a period of time during which the members are or have been in receipt of a rental subsidy. All members further understand that the inquiries may take the forms of electronic data exchanges.**

To be signed by all household members living in the unit who are sixteen (16) years or older

Personal information contained on this form is collected under the authority of Ontario's *Housing Services Act, 2011* sections 57(6), 169(1) and (2), 170(1) (2), 171(1), (3) and (6) *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c.M.56) and the *Federal Personal Information Protection and Electronic Documents Act* (S.C. 2000, c.5)

This consent applies to the unit located at:

X _____ Signature Tenant #1	X _____ Witness's Signature	_____ Date
X _____ Signature Tenant #2	X _____ Witness's Signature	_____ Date
X _____ Signature Tenant #3	X _____ Witness's Signature	_____ Date
X _____ Signature Tenant #4	X _____ Witness's Signature	_____ Date

Information contained in the form and any attachments is confidential and collected solely for the purpose of my tenancy and will be used within the office of Nepean Housing Corporation and may be shared with other agencies, as required by law. Withdrawing consent may result in loss of rental subsidy if initial and ongoing eligibility cannot be verified. Questions about the collection, use, disclosure, or retention of this information may be referred to the Chief Privacy Officer for NHC (Director of Administration), at 16 Kilbarron Road, Nepean, K2J 5B2.