

Policies and Procedures

Subject: Ineligible for RGI due to Certain Convictions

Date: July 1, 2021
Replaces: October 1, 2013

Applicable to The policy and procedures contained in this document apply to the following.

- Municipal & Private Non-Profit Federal Subsidies
- Co-operatives Rent Supplement*
*incl. former OCHAP/CSHP
- Centralized Waiting List (CWL)
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Legislation *Housing Services Act, 2011 (HSA), [Ontario Regulation 367/11 s.36](#)*

Purpose This document outlines the Region's local policy, regarding the cessation of rent-geared-to-income (RGI) eligibility due to certain convictions.

Policy A household will be deemed ineligible for RGI assistance if, in the past two years, a household member(s) was convicted of:

- An offence under the Housing Services Act s. 55, which states:

- No member of the household should knowingly obtain or receive RGI if they know the household is not eligible for it
- No individual (i.e. not a member of the household) should aid or abet a member of a household with obtaining or receiving RGI if the individual knows the household is not eligible for it, and/or
- A crime under the *Criminal Code* (Canada) relating to the receipt of RGI assistance.

Important: A household found ineligible under this policy can re-apply for RGI 2 years after the conviction.

**Procedure-
Household
Ineligible for
RGI**

When a household is found ineligible for RGI assistance under this policy, the Housing Provider will notify the household in writing. The notice of decision must include the following:

- Confirmation that the household has been deemed ineligible for RGI
 - The conviction date which is used as the household's ineligible date
 - The reason why the household is no longer eligible for RGI
 - The household's right to request a Service Manager appeal of the decision
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**Reporting
Requirements**

Housing Providers are required to:

- Document decisions of ineligibility for RGI which result from this policy
- Report the decision on the CWL Tenancy Record and **if** the household's conviction was within the last 24 months ensure this detail is included

Note: A sample Tenancy Record is attached as Appendix I. When the CWL requires a completed Tenancy Record form, the CWL will send the form to the Housing Provider requesting it be completed in full.

Questions

If you have questions pertaining to this document, please contact your Housing Specialist at the Region of Peel.

Appendix I

Sample Tenancy Record Form



To:

September 3, 2013

Attention: Property Manager

The applicant indicated below has applied for accommodation in rental units administered by Social Housing Providers in Peel. Since tenancy records are part of the eligibility criteria considered when assessing new applications, we would appreciate you completing this form and returning it to , at the Region of Peel, Peel Access to Housing. Should you require further information, you may contact the above person at Ext. .

TENANCY RECORD

Name of Leaseholder: _____ DOB: _____

Address/Unit: _____

Other Leaseholders: _____

Other Occupants of Unit : _____

Date of Move-in: _____ Date started receiving RGI: _____ Date of Move-Out: _____

Reason for Move out: _____

Amount of Rent: _____ Rent Paying Habits: _____

Rental Arrears \$ (not incl. parking, NSF or damages): _____

Damages \$: _____

Full name of household member responsible for damages: _____

Criminal Code Conviction of Income related to RGI assistance (within last 24 months): _____

Other comments: _____

Name: _____ Signature: _____

Title: _____ Date: _____

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