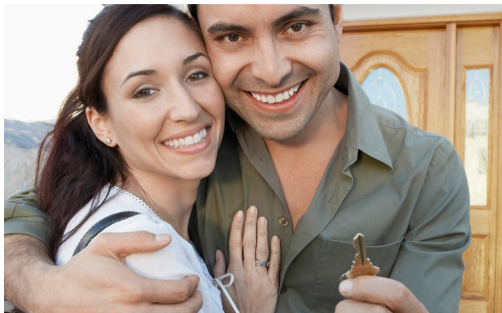




Rent Supplement Guide for Landlords



Rent Supplement Program Role

Rent supplements reduce the cost of housing for qualified individuals and families in housing operated by the private sector. Landlords sign an agreement with Halton Region to provide housing units to the Rent Supplement program and Halton Region places eligible applicants from the Halton Access to Community Housing (HATCH) wait list in the rent supplement units. The housing subsidy provided through this program is paid directly to the landlord.

There are two options for how a tenant's rent is subsidized:

1. The tenant's portion of the rent is calculated based on their income and the difference between the tenant's portion and the market rent for the unit is paid directly to the landlord by Halton Region.
2. A set monthly housing allowance is paid directly to the landlord to reduce the overall rent for the tenant.

Potential rent supplement recipients are required to sign a Rent Supplement Agreement with Halton Region which explains to the tenant the program expectations and their responsibilities before they sign a lease with a landlord.

You will receive a signed copy of your tenant's Rent Supplement Agreement when you meet with them to sign the lease.

Rent Supplement staff will advise you in writing when a tenant's subsidy and rent charge will change.

All rent supplement payments are made to you through direct deposit.

Landlords' Role

You are responsible for adhering to the provisions of the Rent Supplement agreement you have signed with Halton Region.

You are responsible for the normal landlord/tenant relationship, such as rent collection, maintenance, formal notices, and repairs and services as per the *Residential Tenancies Act, 2006* (RTA) and all other applicable legislation.

The Rent Supplement Agreement requires you to send a copy of any formal notices to Rent Supplement staff. This includes notices to vacate and the yearly N1-Notice of Rent Increase to ensure subsidy payments are applied and paid correctly and on time.

Tenants' Role

Tenants sign a lease agreement with you. They are responsible for following rules established by you under the lease and in accordance with the RTA as well as maintaining their eligibility for their subsidy with Halton Region.

Any questions tenants have about rent payments, upkeep of the residential premises, emergencies after hours, problems with neighbours, moving out, etc., should be directed to you and not to Rent Supplement Program staff.

Tenants must make their portion of their rent payments directly to you (the landlord).

Supportive Agencies

The Schedule "A" to the Rent Supplement Agreement identifies the units under the agreement and whether you have agreed to provide a unit to a supportive agency client. The tenants residing in these units have a support worker who assists them according to their individual needs.

You may refer to your agreement or contact Rent Supplement staff to clarify which units are agency allocations. You can contact the support agency directly if you have questions about their programs and how they can assist a tenant in the allocated unit.

Supportive Agencies:

Support and Housing Halton
www.shhalton.org/

Summit Housing and Outreach Programs
www.summit-housing.ca/

Community Living
www.oakcl.org/
www.clnh.on.ca/



Links 2 Care

www.links2care.ca/

Home Suite Hope Shared Living Corporation

www.homesuitehope.org/en/

Halton Multicultural Council

www.halton-multicultural.org/

Halton Women's Place

www.haltonwomensplace.com

Legislation

Rent Supplement tenancies are governed by The *Residential Tenancies Act* (RTA), 2006. Information about the RTA can be found at www.mah.gov.on.ca or by calling toll free 1-866-342-6153.

The Landlord and Tenant Board website provides a number of forms for landlords to use for various purposes under the RTA.

http://www.ltb.gov.on.ca/en/Forms/STEL01_079132.html

Eligibility for a Rent-Geared-To-Income subsidy is governed by the *Housing Services Act (HSA)*, 2011. This legislation can be found at www.e-laws.gov.on.ca.

All information relating to rent supplement tenants that is provided to, collected or maintained by Halton Region's Rent Supplement Program is subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

Landlords must respect the privacy of the rent supplement tenants and their rights regarding their subsidy.

Additional Resources

Landlord and Tenant Board:

www.ltb.gov.on.ca/

Ontario Non-Profit Housing Corporation (ONPHA)

www.onpha.on.ca/

Halton Region's Rent Supplement Program office is located at:

1151 Bronte Road, Oakville, Ontario, L6M 3L1

Office hours: 8:30 a.m. - 4:30 p.m., Monday to Friday except for holidays.

Phone and fax numbers:

Call 311 or 905-825-6000

1-866-442-5866

TTY: 905-827-9833

Fax-Rent Supplement: 905-825-8274

To contact Rent Supplement staff, please call the main phone number and ask to speak to:

Housing Services Coordinator, Rent Supplement Program

For landlord agreements, addendums, and monthly subsidy cheques from Halton Region

_____ ext. _____

Integrated Housing Worker, Rent Supplement Program

For tenancy, vacancy, tenant rent amounts, and market rent increases

_____ ext. _____ or

_____ ext. _____ or

_____ ext. _____

Please call ahead if you wish to meet with staff. Making an appointment will ensure they are available to speak with you when you arrive.

