

Housing Division Notice

Date: November 26, 2004

HDN# 2004 - 80

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.

<input checked="" type="checkbox"/>	Federal Non-Profit Housing Program
<input checked="" type="checkbox"/>	Private Non-Profit Housing Program
<input checked="" type="checkbox"/>	Co-operative Non-Profit Housing Program
<input checked="" type="checkbox"/>	Municipal Non-Profit Housing Program (Pre-1986)
<input checked="" type="checkbox"/>	Local Housing Corporation

Subject: Rent Arrears – Tracking by the Housing Access Centre

Background:

HDN# 2003 – 50 outlined the local eligibility process that the Housing Access Centre (HAC) and Housing Providers were to utilize when dealing with past tenants/members. In order for the HAC to determine if new applicants owed past arrears of rent with respect to any housing project under any housing program, it is necessary for all Housing Providers to provide HAC with a complete list of past and current tenants/members that had vacated owing arrears in order to maintain this data base as accurately as possible.

Some Housing Providers have been providing on-going former tenant/member arrears information to HAC, however many Housing Providers have not initiated this process. In order to capture as complete as possible an arrears data base and taking into account our limited resources, only past arrears from January 2003 to present day should be submitted to HAC, if you have not provided this information in the past. Subsequently, after this has been accomplished, only current former tenant/member arrears that a Housing Provider incurs will be required.

Therefore, it is necessary that all Housing Providers provide HAC with the pertinent information on the past tenant/member including name, address, SIN, date of birth and the amount of arrears. Once this information is received at HAC, staff will maintain an arrears data base which will be cross checked against new applicants. The information can be provided on a monthly basis, as necessary and can be mailed to the Housing Access Centre at 379 Dundas St. London, ON, N6B 1V5 or send by fax at 661-4466.

Action Required:

To manage and maintain an arrears data base, Housing Providers to provide former tenant/member arrears information to the Housing Access Centre for the years 2003 to present day and then on a monthly basis thereafter, provide a list of tenant/member arrears for households who vacated that month.

Louise Stevens
Director of Municipal Housing