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London
 CANADA

Housing Division Notice

Date: March 3, 2020

HDN 2020 - 244

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.

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- Federal Non-Profit Housing Program
- Private Non-Profit Housing Program
- Co-operative Non-Profit Housing Program
- Municipal Non-Profit Housing Program (Pre-1986)
- Local Housing Corporation
- Rent Supplement Program

Subject: RENT-GEARED-TO-INCOME (RGI) ANNUAL REVIEW FORM (REPLACES HDN 2015 -215)

i. PURPOSE:

To provide Social Housing Providers with the delegated responsibility for rent-geared-to-income (RGI) administration a local policy, compliance standard, and a standard form for administering annual income reviews.

ii. BACKGROUND AND COMPLIANCE STANDARD:

Housing Providers in the City of London and County of Middlesex (service area) perform income reviews on behalf of the Service Manager at the time of move-in and on an annual basis as required by Ontario Regulation 367/11, section 59. Income and Asset reviews are being performed using different forms across the service area and therefore a local Annual Income Review Form was developed to specifically address all legislative eligibility criteria. The form has been approved by the Social Housing Operational Advisory Committee (SHOAC) after a thorough review to ensure consistency and compliance.

iii LOCAL RULE / ACTION:

That Housing Providers implement the attached Annual Review form immediately and for all future annual reviews. The Form is in Adobe Acrobat PDF format, and only areas that shall be modified on the attached form are highlighted. This includes the deadline date, and the Housing Provider's full name and address with their phone and fax number. Housing Providers shall attach any additional forms (e.g. pet information, vehicle registration etc.) that may be individually required.

The Housing Division will review the Housing Provider's implementation and use of this form during RGI file reviews and through the Operational Review process.

iv AUTHORIZATION:

Original signed by

Dave Purdy,
Manager, Housing Services

Attachment: Rent-Geared-to-Income (RGI) Annual Review Form