

MUNICIPALITY OF CHATHAM-KENT			
SOCIAL HOUSING POLICIES & PROCEDURES			
Subject:	RGI Application – Required Documentation	POLICY NO.	SH-0201
Scope:	All Social Housing Participants		
		Legal/Cross Reference: O.Reg 298/01, ss 5(2), 5(7), <5(8)>, <5(9)>, <6(5)>, and <6 (6)>, <s 38>; Part V Provider Agrmt, ss 2.02, 2.03, 2.04	
Issued Date:	May 29, 2002	Approval:	Director, Social Housing
Effective Date	<April 19, 2006>		
Last Revised:	<May 1, 2008>		

I. PURPOSE:

To clearly establish what information and documents are required of applicants for rent-gear-to-income (RGI) assistance.

II. RESPONSIBILITY:

A Service Manager:

1. Information and/or documentation required, in addition to a completed and signed application form for RGI assistance, includes the following:
 - i. Copies of Birth Certificates and/or Landed Immigrant/Refugee Status Papers
 - ii. Income/Investment Statements and Bank Balances (Statements or Books)
 - iii. Any Real Estate Information
 - iv. Completed *Declaration, Release and Consent of Information* form, included with the Application form, to be signed by all household members (**dependents**) 16 years of age or older **where the income of the member (dependent) 16 years or older is taken into consideration in determining the amount of rent payable by the household.**
 - v. **If a member of the household who is required to sign the application and consent is unable to do so for any reason, or is unable to make a valid application and give a valid consent, the application may be signed by a person authorized to make the request on the member's behalf who,**
 - a.) is the parent or guardian of the member,
 - b.) is an attorney of the member under a power of attorney that authorizes the attorney to make the application, or
 - c.) is otherwise authorized to make the application on the member's behalf.
 - vi. For co-operative housing applicants, the *Additional Information Pertaining to Co-Operatives* form (included with the Application form) must be completed and signed by all household members 16 years of age or older

[Note: A. 1. iv. is added retroactively to April 19, 2006 per the Minutes of the Chatham-Kent Social Housing Advisory Group Meeting on that date.]

B Housing Provider:

Inform or advise RGI assistance applicants of the Service Manager's documentation requirements by providing applicants with the most up to date application form, and clarifying with the applicant said requirements if questioned.

III. PROCEDURE:

A Service Manager:

1. Specify documentation requirements for RGI assistance application within this policy and on Chatham-Kent Social Housing Application (Form # SH- F01).
2. Communicate "RGI Application - Required Documentation" policy to all Chatham-Kent Social Housing participants at least 30 days in advance of the Effective Date, pursuant to Clause 12.01 of the Part V Provider Agreement.
3. Provide RGI assistance applicants with the current/up-to-date Social Housing Application Form (Form #SH-F01), by distributing forms to housing providers and internal staff (including the following CHPS department areas: Housing, Ontario Works and Library/Information Desk; and the CDS–Corporate Services Division/Customer Services area)

B Housing Provider:

1. Provide RGI assistance applicants with the current/up-to-date Social Housing Application Form (Form #SH-F01).
2. Inform/advise RGI assistance applicants of the documentation requirements pursuant to this policy, if the applicant requests clarification from the housing provider.

IV. NOTES:

Also refer to:
SH-0203 RGI Application – Complete/Incomplete Notification

* To obtain the current Application for Coordinated Access Waiting List Form, visit:

[..\Web, Current\WIP Links\SH-F01 - Housing Application, Revised.pdf](#)

(Under the "Downloads" section, in the right hand column, click on the icon "Social Housing Application Form.pdf")

V. MMAH GUIDE TO RGI ASSISTANCE: Section 3 applies.