

Northumberland County Community Housing Directives

Housing Services Division

555 Courthouse Road

Cobourg, Ontario K9A 5J6

Subject: Rent-Geared-to Income (RGI) Application

Directive Number: 2021-06

Effective Date: Upon issuance, October 18, 2023

Intent

To establish the standard Application for Rent-Geared-to Income Housing, Limitations Assessment Form and Special Priority Application, for use by Northumberland County Housing Services and community housing providers in Northumberland.

Background

All new applicants for RGI housing must complete the Application for Rent-Geared-to-Income. If the applicant is requesting a modification or advising of a medical limitation, they must also complete the Limitations Assessment Form.

If the applicant would like to be considered for priority status, they must also complete the Special Priority Application. In order for a household to be considered under special priority, they must be eligible for RGI assistance.

Northumberland County Housing Services processes all applications for RGI assistance and priority status.

Signatures

All members of the household who are 16 years of age or older must sign the housing application. If a member of the household is unable for any reason to sign the application form or to make a valid application, the form may be signed on their behalf by a power of attorney or a person who is otherwise authorized to act on the person's behalf.

Verification

Northumberland County Housing Services does not normally verify information provided on the housing application at the time of applying. However, if the applicant advises on their application they have a medical limitation, they will need to verify their limitation by getting their health practitioner to complete a Limitations Assessment Form.

Northumberland County may request verification of status in Canada, income, asset, custody or other information at its discretion.

Housing providers are required to verify all information provided on the application:

- at the time of offer of an RGI or modified unit
- when a tenant or co-op member applies for in-situ RGI.

Verification is not required if:

- Northumberland County Housing Services or the housing provider is satisfied that the applicant is unable to provide the information;
- Northumberland County Housing Services believes that providing the information would place a special priority applicant or someone in their household at risk.

Incomplete Applications

If Northumberland County Housing Services receives an incomplete application, it will immediately contact the applicant noting the information that is required to make the application complete. If the applicant is unreachable, three attempts will be made to obtain the required information.

After the third attempt to contact the applicant, Northumberland County Housing Services will mail a letter to the address on the application advising the applicant that the application will be shredded after 30 days from the date of the letter.

If Northumberland County Housing Services does not receive the missing information or there has been no further contact from the applicant, the incomplete housing application and supporting documents will be shredded after the expiry of the holding period.

Where to Access RGI Application

Printed Application for RGI assistance, Limitation Assessment Form, and Special Priority Applications are available in the Northumberland County Social Services office at:

Northumberland County Housing Services

555 Courthouse Road

Cobourg, Ontario K9A 5J6

Phone: 905-372-3329 or 1-800-354-7050

Forms are also available on our website at: <https://www.northumberland.ca/en/living-here/subsidized-housing.aspx>

Repealed Rules

N/A

Legislative Authority

Housing Services Act, s.44, 45

Ontario Regulation 367/11, s. 43, 44

If there are any questions please contact the Service Manager for Northumberland County Housing Services at 905-372-3329.