

# Application for Additional Tenant Support Grant

## Additional Grant

Your group may be eligible to apply for additional grant for one of the following types of application or appeal:

- Type 1 – Dispute an AGI application by your landlord to the Landlord and Tenant Board for an above-guideline rent increase (AGI)
- Type 2 – Appeal a Board Order regarding an AGI application by your landlord to divisional court
- Type 3 – Apply for a judicial review of the proceedings regarding an AGI application by your landlord to divisional court
- Type 4 – Dispute an application or appeal to the Ontario Municipal Board (OMB) by your landlord for approvals for the demolition of rental units or the conversion of rental units to condominiums.

Your group may apply for an additional grant only on the recommendation of the Tenant Defence Fund's Outreach and Co-ordinating Team, based on the merits of your case. If approved, an additional grant must be used to cover additional expenses for eligible professional services, these being the costs of hiring a lawyer (beyond the cost of basic representation), professional engineer, architect and/or a forensic accountant.

## Application Process

To apply for an additional grant, please complete this application form and tenants' petition (see "Schedule A" at the back of this form). Attach copies of the following:

- a) Copy of your landlord's AGI application or appeal;
- b) Statement by the Tenant Defence Fund's Outreach and Co-ordinating Team that your group would benefit from eligible professional services, including a description of the nature of the eligible professional services from which it would benefit;
- c) Quotations from eligible professionals for each eligible professional service to be provided, as recommended by the Outreach and Co-ordinating Team;
- d) Qualifications of each eligible professional and proof of their membership in the regulating body of their profession;
- e) Evidence of rent (e.g., rent rolls, rent receipts or Notice of Rent Increase) for each tenant signing the petition.

## Eligibility

In order to be eligible:

- 1. The application does not relate to rent-geared-to-income (subsidized) units.
- 2. Only one group may apply for a basic grant from your residential complex. Only the first group to apply from your complex will be eligible.
- 3. Tenants affected by the AGI application must show their support in disputing the application by completing the tenants' petition. Your group has the support of the following number of tenants in disputing the AGI application:
  - a) at least 50% of the tenants affected by the AGI application if there are fewer than 100 units affected, or
  - b) at least 33% of the tenants affected by the AGI application if there are 100 or more units affected.
- 4. The following qualifying monthly rents for each unit type are used to determine eligibility for a basic grant:

### Apartment Units

Bachelor – \$895

One-bedroom – \$1,093

Two-bedroom – \$1,305

Three-bedroom or larger – \$1,548

The following number of tenants in your group affected by the application must rent at or below the applicable qualifying monthly rent (current rent before the above-guideline rent increase being applied for by your landlord):

- a) at least 50% of the tenants affected by the AGI application if there are fewer than 100 units affected, or
- b) at least 33% of the tenants affected by the AGI application if there are 100 or more units affected.

## Release of the Additional Grant

If you have been approved for an additional grant, you must submit a written request to the Administrative Co-ordinator at the address below, within 90 days of an Order or Decision being issued in order to receive the additional grant. Your letter must include:

- a) Copy of the Order or Decision issued by the Board, divisional court or OMB, whichever applies
- b) List of eligible expenditures and corresponding invoices or receipts for each of the eligible expenditures
- c) Evidence of the rent for each tenant affected by the landlord's application or appeal, if not provided at time of grant application.

Grants are given only to approved tenant groups, who are responsible for paying their own agents and lawyers.

### Advance Payment for Retainer Fee

If you are approved for an additional grant, you may apply for an advance payment (i.e. retainer fee) to help your group retain a lawyer or other expert witnesses to prepare for a hearing of the Board, the OMB or the Divisional Court. The amount of retainer fee cannot exceed \$1,000 of the additional grant approved by the City. To apply for an advance, you must submit a written request to the Administrative Co-ordinator, at the address noted in this application.

Your letter must include:

- a) Notice of hearing or appeal with respect to the court appeal, judicial review, or OMB appeal; and
- b) Letter from a lawyer or an expert witness stating that the lawyer or the expert witness will represent your group at the hearing and indicating the amount of retainer fee requested by the lawyer or the expert witness.

### Partial Payment for Additional Grant Type 2, 3 and 4

If you apply for a court appeal or a judicial review of a Board Order regarding an AGI application, or if your dispute demolition or conversion of your building before the OMB, you may also apply for a partial payment to defray the costs incurred by your lawyer or expert witness while they are preparing your case for a hearing and during a hearing. The partial payment must not exceed 75% of the additional grant approved, after deducting the retainer fee if you have obtained one. To apply for a partial payment, you must submit a written request that includes:

- a) Notice of hearing or appeal with respect to the court appeal, judicial review, or OMB appeal; and
- b) Letter from the lawyer indicating that the lawyer has commenced work for the hearing and has requested a partial payment for the services provided to date;

The remaining balance of the additional grant will be provided to your group after your group has submitted a written request that includes the court or OMB decision and invoices or receipts of all eligible expenditures.

Under the Tenant Support Grant Bylaw, no partial payment is permitted for a Type 1 additional grant.

### Submitting Your Application

Submit completed Application Form and all supporting documentation to:

- City of Toronto  
Shelter, Support & Housing Administration Division  
55 John St. Metro Hall, 6<sup>th</sup> Floor  
Toronto, ON M5V 3C6  
Attention: Administrative Co-ordinator, Housing & Homelessness Supports & Initiatives

**If you need more assistance on the application process, please call the Outreach and Organizing Team at the Federation of Metro Tenants' Associations (FMTA) at 416-413-9442.**

### Property Information

Property Address:		
No. of Units in the Rental Complex:	No. of Units affected by Landlord's Application:	No. of Units in the Rental Complex That are Rent-Geared-to-Income:

### Landlord Information

Landlord's Name:		
Mailing Address:		
Postal Code:	Business Phone No.:	Fax:

### Tenant Group Information

Name of Tenants' Association:		
Name of 1 <sup>st</sup> Tenant Contact:		
Mailing Address & Postal Code:		
Home Phone No.:	Business Phone No.:	Fax:

Name of 2nd Tenant Contact:		
Mailing Address & Postal Code:		
Home Phone No.:	Business Phone No.:	Fax:

### Additional Grant Type

Please check the box next to the additional grant type your group is applying for. If your additional grant is approved, you will be reimbursed for costs up to the additional grant maximum.

Eligible Professional Services	Additional Grant Maximum	
Type 1 — dispute an AGI application	<input type="checkbox"/>	\$5,000
Type 2 — appeal a Board Order related to an AGI application	<input type="checkbox"/>	\$10,000
Type 3 — apply for a judicial review of a Board Order related to an AGI application	<input type="checkbox"/>	\$10,000
Type 4 — dispute or appeal an application to the OMB for the demolition or conversion of rental units	<input type="checkbox"/>	\$15,000

### Estimate of Expenditures for Additional Grant

Please estimate your Group's expenses for Eligible Professional Services and the reasons for these services. If your Additional Grant is approved, you will be reimbursed for each of the Eligible Professional Services listed below, up to the Additional Grant Maximum above. Attach separate pages if needed.

Eligible Professional Services	Estimated Cost
Cost of hiring a lawyer (beyond the cost of basic representation)	
Cost of hiring a professional engineer	
Cost of hiring an architect	
Cost of hiring a forensic accountant	
<b>TOTAL ESTIMATED COSTS</b>	
Details and Reasons for Eligible Professional Services	

### Important: Applicant's Signature : By signing below, I am verifying the accuracy of the information in this Form.

Signature of 1 <sup>st</sup> Contact:	Date:
Signature of 2 <sup>nd</sup> Contact:	Date:

The personal information on this form is collected under the City of Toronto Act, 1997, and City of Toronto By-laws 36-1998 and 48-2000 and will be used for the purposes of determining eligibility for a Tenant Support Grant and aggregate statistical reporting. Questions about this collection can be made to:

Administrative Co-ordinator, Shelter, Support & Housing Administration Division  
 55 John St. Metro Hall, 6<sup>th</sup> Floor,  
 Toronto, ON M5V 3C6 416-392-8603

# Schedule A: Tenants' Petition

"By my signature, I declare that I dispute:

Nature of Landlord's Application or Appeal:

My monthly rent, not including the above-guideline portion of my most recent rent increase, is equal to or less than the qualifying monthly rent\* for my unit type. My rent is not geared to my income.

In addition, I authorize:

Name of Applicant or Tenants Association:

or their designate, to act on my behalf in any matters pertaining to this Tenant Support Grant application."

Please check if a copy of a Notice of Rent Increase or Notice of Hearing is being submitted for the use of City staff.

Signature	Name (Print)	Unit Type or Size	Apt. No.	Notice
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>
10.				<input type="checkbox"/>
11.				<input type="checkbox"/>
12.				<input type="checkbox"/>
13.				<input type="checkbox"/>
14.				<input type="checkbox"/>
15.				<input type="checkbox"/>
16.				<input type="checkbox"/>
17.				<input type="checkbox"/>
18.				<input type="checkbox"/>

**\*Qualifying Monthly Rents**

Apartment Units

Bachelor – \$895                      1-bedroom – \$1,093                      2-bedroom – \$1,305                      3-bedroom, plus – \$1,548

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- Administrative Co-ordinator, Shelter, Support & Housing Administration Division  
55 John St. Metro Hall, 6<sup>th</sup> Floor  
Toronto, ON M5V 3C6 416-392-6603

Please feel free to make copies of this form as needed.