

CITY GUIDELINE

Number: 2007-2

Date Issued: May 15, 2007

Last City Guideline Received: 2007-1

Subject: Signing Leases and Occupancy Agreements

Effective Date: Immediately

Applicable to: Section 103 & 106 Housing Providers
Section 26, 27 & 95 Housing Providers with Rent Supplement

Background:

In November 2005, the Ministry of Municipal Affairs and Housing issued a number of amendments to Regulations 298 and 339 of the Social Housing Reform Act (SHRA). Section 21.(1)(5) of Regulation 339 was changed as noted below.

“The lease or agreement must be executed by every individual,

- i. whose income is taken into consideration in determining the amount of rent payable by the household, or
- ii. who is a member of the household and at least 16 years of age, if the service manager so requires.”

This means that either,

- everyone 16 and older must sign the lease, **or**
- everyone 16 and older, whose income is included when calculating rent, must sign the lease.

The City has decided to allow housing providers to set their own policy or by-law that meets one of the options listed above.

Action Required:

1. All housing providers must develop and adopt a policy or by-law that specifies who must sign the lease or occupancy agreement.
2. Housing providers must apply the policy consistently to all households.

For more information, or if you have questions or concerns, please contact your Social Housing Consultant.

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