

Application for Basic Tenant Support Grant: Landlord Application for an Above-Guideline Rent Increase

Basic Grants

Eligible groups of tenants representing a residential rental complex disputing their landlord's application for an above-guideline rent increase (AGI) may receive a basic grant of up to \$1,000 to cover eligible expenditures incurred in disputing the AGI. Basic grants are available on a first-come, first-served basis. Please note, if you are making an application regarding maintenance in addition to disputing your landlord's application for an above-guideline rent increase (AGI), you can apply for the *Application for Basic Tenant Support Grant: Tenants Application about Maintenance*. For joint applications please use *Schedule B: Tenants' Joint Petition*.

Eligible groups are encouraged to contact the Tenant Defence Fund's Outreach and Organizing Team at 416-413-9442 for assistance with completing this application.

Application Process

You will be notified whether or not your application for a basic grant has been approved. If approved, you will receive a basic grant after your hearing at the Landlord and Tenant Board.

To apply for a basic grant, complete this application form and tenants' petition (please see "Schedule A" at the back of this form) and send it to the Shelter, Support & Housing Administration Division of the City of Toronto (see below). Attach copies of the following:

- a) Application for an above-guideline rent increase from the landlord
- b) Evidence of rent for each tenant signing the tenants' petition (e.g. rent rolls, receipts or Notice of Rent Increase)
- c) Notice of Hearing for at least one tenant signing the tenants' petition, if available.

Eligibility

In order to be eligible:

1. Your landlord has filed an application for an above-guideline rent increase (AGI).
2. The application does not relate to rent-geared-to-income (subsidized) units.
3. 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.
4. Your group has the support of the following number of tenants in disputing the AGI application:
 - a) At least 25% of the units affected by the AGI application if there are fewer than 100 units affected, or
 - b) At least 25% of the units affected by the AGI application, to a maximum of 30 affected units, if there are 100 or more units affected.

Tenants affected by the AGI application must show their support in disputing the application by completing the tenants' petition (see "Schedule A").

5. The following qualifying monthly rents for each unit type are used to determine eligibility for a basic grant:

Bachelor – \$1,172 One-bedroom – \$1,382 Two-bedroom – \$1,640 Three-bedroom or larger – \$1,834

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 25% of the units affected by the AGI application if there are fewer than 100 units affected, or
- b) At least 25% of the units affected by the AGI application, to a maximum of 30 affected units, if there are 100 or more units affected.

If you are not certain whether you meet all of the eligibility requirements for a basic grant, you may contact the Outreach Team noted above and ask them to help review your case and apply for a basic grant if you are eligible.

Advance Payment for Retainer Fee

If you are approved for a basic grant, you may apply for an advance payment (i.e. retainer fee) to help your group retain a qualified agent in preparation for the Board hearing. The amount of advance payment cannot exceed 50% of the basic grant approved by the City. To apply for an advance payment, you must submit a written request to the Administrative Co-ordinator, at the address noted below.

Your letter must include:

- a) Notice of hearing with respect to the AGI application; and
- b) Letter from a qualified agent or lawyer stating that the agent or lawyer will represent your group at the hearing and indicating the amount of retainer fee requested by the agent or lawyer.

Release of the Basic Grant

After you have completed the Board hearing, you must submit a written request to the Administrative Co-ordinator, at the address below, within 90 days of the issuance of the Order in order to receive the basic grant. Your letter must include:

- a) Copy of the Order issued by the Board regarding the AGI application; and
- b) List of eligible expenditures and corresponding invoices or receipts for each of the eligible expenditures incurred by the tenant group; and
- c) Authorization to release payment.

If you have previously received an advance payment of the basic grant, you will be provided with the remaining balance of the approved amount.

Note for tenant groups:

- The amount of actual expenditures incurred by tenant groups may be less than the approved amount, as the approved amount is based on an estimate of expenditures at the time of application. The City only pays the actual amount.
- Grants are given directly to approved tenant groups and not to their agents. Tenants are responsible for paying their own agents.
- Your group may also be eligible to apply for an Additional Grant to hire legal, engineering or accounting expert services to support your case before the Board. You may only apply for an Additional Grant on the recommendation of the Outreach and Organizing Team. Refer to the application form for an Additional Grant or ask the Outreach Team for more details.

Submitting Your Application

Submit completed Application Form and all supporting documentation to:

City of Toronto
Shelter, Support & Housing Administration Division
55 John Street, Metro Hall 6th Floor
Toronto, ON M5V 3C6

You are strongly encouraged to ask for references from anyone that you might consider hiring as an agent to represent you at the Board. Call each reference and ask tenants *who used the same agent if they were satisfied with the service they received.* You may also wish to call your local community legal clinic or the Law Society of Upper Canada (416-947-3315) [LSO - Law Society of Ontario](http://www.lso.org) for more information or advice.

Attention: Administrative Co-ordinator, Housing Stability Services, Housing and Tenant Supports

Property Information

Property Address with Postal Code:		
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 with Postal Code:		
Business Phone No.:	Fax:	

Tenant Group Information

Name of Tenants Association (if applicable):		
Name of 1 st Tenant Contact:		
Mailing Address & Postal Code:		
Home Phone No.:	Business Phone No.:	Email:

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

Reasons for Dispute

Please summarise your Group's reasons for disputing your landlord's above-guideline rent increase application. Attach separate pages if you need more space. If you need assistance completing this section, please call the Outreach and Co-ordinating Team at 416-413-9442.

Estimate of Expenditures for Basic Grant

Please estimate your Group's expenses. If your application is approved, you will be reimbursed the actual amount incurred, up to the Maximum Amount for each of the Eligible Expenditures listed below, to a Total **Basic Grant** Maximum of \$1,000.00.

Expenditure	Maximum Amount	Estimated Amount
Cost of hiring a qualified agent or lawyer to represent your Group at the Board	\$1,000.00	
Cost of renting meeting and/or office space	100.00	
Printing and production costs, cost of postage, cost of translation and interpretation services (combined)	500.00	
Cost of photocopying the Board's file regarding your landlord's Application	200.00	
TOTAL BASIC GRANT MAXIMUM	\$1,000.00	

Applicants' Signatures

Important: Please sign and date below to verify the accuracy of the information in this application form to the best of your knowledge.

Signature of 1 st Contact:	Date:
Signature of 2 nd 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, Housing & Support Division
 55 John Street, Metro Hall 6th Floor
 Toronto, ON M5V 3C6 Phone: 416-397-0695

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."

Signature	Name (Print)	Unit Type or Size	Apt. No.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

***Qualifying Monthly Rents**

Apartment Units

Bachelor – \$1,172 1-bedroom – \$1,382 2-bedroom – \$1,640 3-bedroom, plus – \$1,834

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Please make copies of this form as needed.