

Application for Basic Tenant Support Grant: Tenant Application about Maintenance

Basic Grants

Eligible groups of tenants representing a residential rental complex making an application about maintenance to the Landlord and Tenant Board by a tenant respecting a maintenance issue affecting multiple tenants in the rental complex may receive a basic grant of up to \$1,000 to cover eligible expenditures incurred in making the application. Basic grants are available on a first-come, first-served basis. Please note, if you are disputing your landlord's application for an above-guideline rent increase (AGI) in addition to making an application regarding maintenance, you can apply for the *Application for Basic Tenant Support Grant: Landlord Application for an Above-Guideline Rent Increase*. 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, tenants' petition (please see "Schedule A" at the back of this form) and reference letter (from FMTA, CERA or ACTO) and send it to the Shelter, Support & Housing Administration Division of the City of Toronto (see below).

Eligibility

In order to be eligible:

1. Your tenant group is filing an application about maintenance at the Landlord and Tenant Board.
2. The application does not relate to rent-geared-to-income (subsidized) units.
3. Applicants must be requesting a work order as remedy prescribed by the Landlord and Tenant Board.
4. 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.
5. Your group has the support of the following number of tenants in making the application about maintenance:
 - a) At least 25% of the units in the building if there are fewer than 100 units, or
 - b) At least 25% of the units in the building, to a maximum of 30 affected units, if there are 100 or more units.

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

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

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) Copy of the application stamped received by the Landlord and Tenant Board;
- b) Notice of hearing with respect to the tenant application about maintenance; and
- c) 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 application about maintenance;
- b) Copy of the Order issued by the Board regarding the application about maintenance;
- c) Authorization to release payment and;
- d) List of eligible expenditures and corresponding invoices or receipts for each of the eligible expenditures incurred by the tenant group.

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.

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

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](#) for more information or advice.

Property Information

Property Address with Postal Code:	
No. of Units in the Rental Complex:	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 Application

Please summarise your Group's reasons for making an application about maintenance. 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.

Is there also an application for an Above Guideline Increase (AGI) being made by the Landlord? Yes No

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 support:

Nature of Tenant's Application:

My monthly rent 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.