

# Province-wide Arrears Database (PWAD)

## Housing Provider Arrears Report Spreadsheet Instructions

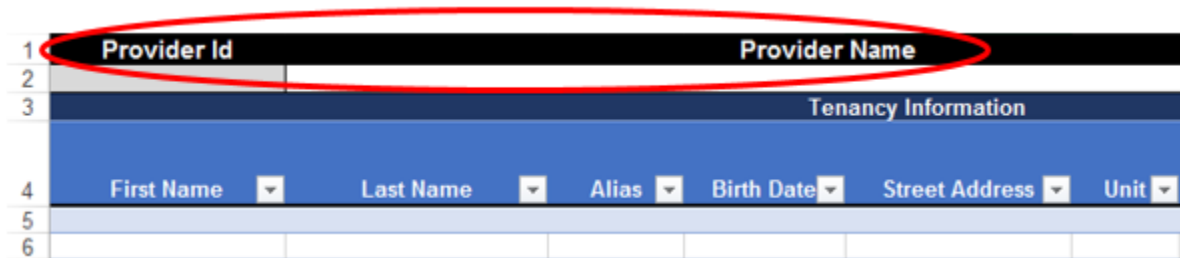
### Overview

This document will help with the filling out the Arrears Report Spreadsheet for the purpose of collecting arrears data from a single provider and uploading into the Toronto Arrears Database and Province-wide Arrears Database.

### Identification of the Provider

The Provider ID is a unique identification number assigned by the City of Toronto and should not be adjusted or altered. The Provider Name is the name of the provider organization that the arrears data is being collected from. Please verify that this field is the name of your organization.

*Figure 1 Image of Provider ID*



The image shows a screenshot of an Excel spreadsheet. The first row (row 1) has a black background with white text. The first cell contains 'Provider Id' and the second cell contains 'Provider Name'. A red oval is drawn around these two cells. The second row (row 2) is empty. The third row (row 3) has a dark blue background with white text that says 'Tenancy Information'. The fourth row (row 4) has a blue background with white text and dropdown arrows. The cells contain 'First Name', 'Last Name', 'Alias', 'Birth Date', 'Street Address', and 'Unit'. The fifth row (row 5) is empty. The sixth row (row 6) is empty.

### Arrears Data Reporting

Successful loading of the spreadsheet is achieved by following these guidelines:

- Do not add new sheets to the Arrears Report workbook.
- Do not change the name of the Arrears Report spreadsheet.
- Do not insert columns anywhere.
- Be sure that all dates entered convert to a Date value by Excel (year/mm/dd)
- Fill out all mandatory fields which are marked by an asterisk (See pg. 2 for details)
- Use all rows until the end of your data. A blank row indicates the end of the file.
- Do not insert rows above the arrears data row area.
- If you need to add additional rows, right click the red line at the bottom and select Insert. This will create a new row with the necessary formatting above the red line.
- Anything which is deleted from the Arrears Report will be deleted from the PWAD.
- Changes to the Arrears Report will only be added to the PWAD after a successful upload via the Provider Portal.
- Always save the Arrears Reports you upload. It's suggested to include the date and time you uploaded it (i.e. XXXX Arrears Report Template 01.01.2018 9.45)

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## **Housing Provider Arrears Report Spreadsheet Instructions**

**\*\* IMPORTANT\*\*** if you copy and paste your records from another application or spreadsheet **it is your responsibility** to ensure the source data has the correct formatting and confirmation of valid values before adding to the Arrears Report.

***Table 1 Field Description and Validation – Mandatory fields are listed below***

<b>Field Name</b>	<b>Description</b>	<b>Validation</b>
First Name	The first name of the tenant owing arrears	Mandatory
Last Name	The last name of the tenant owing arrears	Mandatory
Alias	An alternate name by which the tenant may be known	Optional
Birth Date	The date of birth for the tenant owing arrears	Mandatory and must be recognized by Excel as a date (year/mm/dd)
Street Address	The number and street name for the address where the tenant was renting	Mandatory
Unit	A unit number for where the tenant was renting	Optional
City	The city of the tenancy location	Mandatory
Postal Code	Postal code of the tenancy	Mandatory
Move Out Date	Date the tenant vacated	Optional. Must be recognized by Excel as a date (year/mm/dd)
Arrears Amount	The amount of arrears owed by the tenant	Mandatory. Must be recognized by Excel as a number

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<b>Field Name</b>	<b>Description</b>	<b>Validation</b>
Repayment Agreement	Indicator if a repayment plan is setup with the former tenant to repay the arrears they owe.	Mandatory. Drop down menu "Yes" or "No"
Repayment In Good Standing?	Indicator if the repayment plan is paid up to date.	Mandatory. Drop down menu "Yes" or "No"
Misrep Conviction	Indicator if the former tenant owing arrears has a Misrepresentation Conviction	Mandatory. Drop down menu "Yes" or "No"
Misrep Conviction Document Id	The document number for the misrepresentation conviction	Mandatory if there is a misrep conviction.
Misrep Conviction Date	The date of the misrepresentation conviction	Mandatory if there is a misrep conviction. (year/mm/dd)