

# 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 spreadsheet interface with a red oval highlighting the 'Provider Id' and 'Provider Name' fields. The 'Provider Id' field is in row 1, column 1, and the 'Provider Name' field is in row 1, column 2. Below these fields is a section titled 'Tenancy Information' which includes fields for 'First Name', 'Last Name', 'Alias', 'Birth Date', 'Street Address', and 'Unit'. The 'First Name' field is in row 4, column 1, and the 'Unit' field is in row 4, column 6. The 'Tenancy Information' section is highlighted in blue.

### 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 asterix (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.

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- 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)

**\*\* 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**

| Field Name     | Description   | Validation   |
|----------------|---|--|
| 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)     |

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| <b>Field Name</b>             | <b>Description</b>   | <b>Validation</b>  |
|-------------------------------|--|--|
| Arrears Amount                | The amount of arrears owed by the tenant   | Mandatory. Must be recognized by Excel as a number         |
| 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.<br>(year/mm/dd) |