

Instructions for using the online Market Household Requesting RGI Assistance (in-situ) Form

If there is a household in your portfolio that currently pays market rent and is requesting RGI assistance (applicant household), you must complete the online "Market Household Requesting RGI Assistance (in-situ)" form and receive the approval of your Housing Consultant before allocating an RGI subsidy to that household.

Step 1: Ensure that the applicant household meets the following requirements:

- The applicant household must be on the Centralized Waiting List (CWL) as an eligible household through [Access to Housing](#), and have selected their current building address in their application.
 - This household must be the highest ranked eligible household within the building on the CWL.
- The applicant household must have been a tenant or member of household with the current housing provider for at least 5 years (60 months).
- The applicant household has informed the housing provider about their application on the CWL.
- The applicant household has informed the housing provider if they are receiving a Housing Allowance, and are aware that they must cancel the Housing Allowance once they begin receiving an RGI subsidy.

Step 2: Verify and document:

- This request for an in-situ RGI subsidy is in compliance with your organization's mandatory policy regarding in-situ RGI offers.
- The housing provider will be in compliance with their Targeting Plan if the RGI subsidy is allocated to this applicant household.
- The most recent RGI subsidy went to a top ranking external household from the CWL.
- The applicant household is in 'good standing', with no arrears/damages, or with a repayment plan in force, as verified by submitting Arrears Check Form for each member of the household, 16 years of age or older, to Access to Housing.
- The AUYA report is current (not more than 30 days old according to the "valid until" date on the report).
- The applicant household is on the CWL for this building, as per the current AUYA Report.
- The applicant household is the top applicant on the current AUYA Report.
- If the applicant household is **not** the top household on the AUYA report, the name of the primary applicant for all of the other households with a higher ranking on the Report, and the reason why you are not offering RGI to the higher ranked household(s).
- The applicant household meets the Local Occupancy Standards in their current unit (they are not over-housed).

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Note: Households **must remain in their current unit** to be eligible for an in-situ RGI subsidy.

- The applicant household has lived in your portfolio for at least five years.
- If the applicant household is currently receiving a Housing Allowance.

Note: If the applicant household is currently receiving a Housing Allowance, the household **must call the Ministry of Finance** to terminate this benefit in the month prior to the applicant household receiving the RGI subsidy. The phone number for the Ministry of Finance is 1-888-544-5101.

Step 3: Gather documentation

- The date your Board adopted its policy regarding in-situ RGI offers.
- The current RGI households that are living in the building as listed on the current Applicants Using Your Address (AUYA) Report.
- Last RGI subsidy given, date, internal or external.
- Current unit number, date of possession and file reference number on the CWL for the **last household** to whom you allocated an RGI unit.
- The applicant household's full name and current building address/unit number.
- An electronic copy of your **current** AUYA Report.
- If the applicant household is not the top household on the AUYA report, the name of the primary applicant for all of the other households with a higher ranking on the Report, and the reason why you are not offering RGI to the higher ranked household(s).
- Arrears Check Form results for each member of the applicant household 16 years of age or older submitted to Access to Housing.
- Arrears re-payment agreement, if applicable.

Step 4: Complete the online form

1. Access the online form on your computer/mobile device [here](#).
2. Respond to all mandatory questions (red asterisk).
3. If any of your responses indicate that the in-situ applicant household is **not eligible** for an RGI subsidy you will not be permitted to continue completing the online form.
4. If the applicant household appears to be eligible, based on your responses, your completed form will be sent to your Housing Consultant for review and to determine eligibility of the applicant household.
5. Click on the "**Completed Form**" link at the bottom of the final page of the form to see and download all of your submitted responses for your records.

Do not make an RGI subsidy offer to the applicant household until you have received a formal approval letter from your Housing Consultant.

Questions/Concerns

Contact your Housing Consultant. For additional information on RGI, visit [this link](#).