# Background Information

The City of Toronto created a Tenant Defence Fund (TDF) to support the preservation of affordable rental housing. The Tenant Support Grant is part of the TDF and helps tenants in private market rental housing in the City of Toronto to cover the costs of hiring professional services for the following reasons:

1. To dispute an Above Guideline Rent Increase at the Landlord and Tenant Board. The tenant group must have received an L5 application from their landlord: [Application for an Above Guideline Increase](https://tribunalsontario.ca/documents/ltb/Landlord%20Applications%20&%20Instructions/L5.pdf).
2. To make an application to the Landlord and Tenant Board about maintenance issues in their building. The group must intend to file a T6: [Tenant Application about Maintenance](https://tribunalsontario.ca/documents/ltb/Tenant%20Applications%20&%20Instructions/T6.pdf). This application is most often used to support a dispute of an Above Guideline Rent Increase.
3. To dispute a Notice to demolish, repair or convert multiple rental units in a building at the Landlord and Tenant Board. The tenant group must have received an N13 notice from their landlord: [Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use](https://tribunalsontario.ca/documents/ltb/Notices%20of%20Termination%20&%20Instructions/N13.pdf).
4. To pursue other legal processes at the Landlord and Tenant Board, Local Planning Appeal Tribunal, Divisional Court, or other administrative tribunal or court with the intent of preserving affordable rental housing in Toronto.

## Assistance Applying for a Tenant Support Grant

The Federation of Metropolitan Tenants' Associations (FMTA) Outreach and Organizing team provides assistance to tenant groups applying for a Tenant Support Grant. Contact the Outreach and Organizing team at 416-413-9442. You can also send email inquiries to the Outreach and Organizing team through [the FMTA website](https://www.torontotenants.org/contact).

# General Application Information

There are four sections in the Tenant Support Grant Application:

1. Tenant Information
2. Building Information
3. Application Information
4. Submitting Your Application

There are also four schedules to Section 3, Application Information, that relate to each application reason described above. Ensure the application is completed in its entirety.

## Section 1: Tenant Information

A tenant group is a tenant association or group of two or more tenants in a building. To apply for a Tenant Support Grant, your tenant group must provide the name and contact information for **one** tenant representative who will be the contact for the City of Toronto regarding the Tenant Support Grant application.

1. Is there a tenant association in the building?

Yes

No

1. If you answered yes in Question 1, what is the name of the tenant association?

Click here to enter text.

1. Provide the following contact information for the tenant representative.

| First Name | Click here to enter text. |
| --- | --- |
| Last Name | Click here to enter text. |
| Street Number | Click here to enter text. |
| Street Name | Click here to enter text. |
| Suite/Unit Number | Click here to enter text. |
| City/Town | Click here to enter text. |
| Province | Click here to enter text. |
| Postal Code | Click here to enter text. |
| Email Address | Click here to enter text. |
| Telephone Number (where you can be reached during business hours) | Click here to enter text. |

1. Does the tenant representative prefer to be contacted by email or telephone?

Telephone

Email

# Section 2: Building Information

1. Provide the following information regarding the affected building.

| Street Number | Click here to enter text. |
| --- | --- |
| Street Name | Click here to enter text. |
| City/Town | Click here to enter text. |
| Province | Click here to enter text. |
| Postal Code | Click here to enter text. |

1. Number of Units in the Affected Building: Click here to enter text.

Note: If the landlord has made an L5 application, this information is available in the application. If this information is not readily available, provide a best estimate based on the number of units per floor and number of floors in the affected building(s).

1. Provide the following information regarding the landlord of the affected building.

| Landlord/Company Name | Click here to enter text. |
| --- | --- |
| Street Number | Click here to enter text. |
| Street Name | Click here to enter text. |
| City/Town | Click here to enter text. |
| Province | Click here to enter text. |
| Postal Code | Click here to enter text. |

## Section 3: Application Information

1. Why are you applying for a Tenant Support Grant?

Note: You may apply for more than one reason using a single application form. Select all reasons that apply and complete the schedules as indicated below.

You are disputing an Above Guideline Rent Increase at the Landlord and Tenant Board. If you select this reason, complete Schedule A.

You are making an application to the Landlord and Tenant Board about maintenance issues in the building. If you select this reason, complete Schedule B.

You are disputing a Notice to demolish, repair or convert multiple rental units in a building at the Landlord and Tenant Board. If you select this reason, complete Schedule C.

You are intending to pursue other legal processes at the Landlord and Tenant Board, Local Planning Appeal Tribunal, Divisional Court, or other administrative tribunal or court with the intent of preserving affordable rental housing in Toronto. If you select this reason, complete Schedule D.

## Section 4: Submitting Your Application

Submit your Tenant Support Grant application by email to [SSHA.TDF@toronto.ca](mailto:SSHA.TDF@toronto.ca). You can also print and mail your application to:

Attn: Grants Team

Shelter, Support and Housing Administration

Metro Hall, 6th Floor

55 John Street, Toronto, ON

M5V 3C6

After you submit your Tenant Support Grant application, City staff will assess your application and notify you of the result. You may be contacted to provide clarification or additional information to support your application.

## Verification of Submission and Consent for the City to Use Application Information

Shelter, Support and Housing Administration collects personal information on this Tenant Support Grant application under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, section 136 and City of Toronto By-law 1189-2020, which confirms the direction given by City Council at its meeting of December 16, 17 and 18, 2020 respecting PH19.9, [Tenant Support Grant Program Updates](http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.PH19.9). The information will be used to determine the eligibility of the tenant group for a Tenant Support Grant, issue the Tenant Support Grant and aggregate statistical reporting and program evaluation. Questions about this collection can be directed to Grants Team, Shelter, Support and Housing Administration, 55 John Street, 6th Floor, Toronto, Ontario, M5V 3C6 or by telephone at 416-392-4477.

1. Tenant Representative:

I consent to the City using the information in my Tenant Support Grant application for the purposes of determining the eligibility of my tenant group for a Tenant Support Grant and issuing the Tenant Support Grant. I understand that the information I include in this application may be included in aggregate statistical reporting and program evaluation. I further understand that the City will maintain the information included in this application in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

I confirm that all the information submitted in this application is correct, as of the date of submission.

Date: Click here to enter a date.

# Schedule A: Disputing an Above Guideline Rent Increase (L5)

In Section 3, if you selected "We are disputing an Above Guideline Rent Increase at the Landlord and Tenant Board", complete Schedule A in its entirety.

1. The tenant group must have received an L5 application from their landlord: [Application for an Above Guideline Increase](https://tribunalsontario.ca/documents/ltb/Landlord%20Applications%20&%20Instructions/L5.pdf). Have you received an L5?

Yes

No

If you selected yes, include a copy of the L5 with your application.

If you selected no, you cannot apply for a Tenant Support Grant to dispute an Above Guideline Rent Increase until you have received an L5 from your landlord. You may select a different reason for making an application in Section 3 and continue making an application, or wait until you have received an L5.

If you have a copy of the Rent Roll for the affected building(s), include a copy with your application. This is not mandatory to apply for a Tenant Support Grant in this category. If you do not have the Rent Roll at this time, request the Rent Roll from the Landlord and Tenant Board and email a copy to [SSHA.TDF@toronto.ca](mailto:SSHA.TDF@toronto.ca), once received.

1. Number of Units affected by the Application: Click here to enter text.

Note: this information is available in the L5 application.

1. The intent of the Tenant Support Grant is to preserve affordable rental housing in Toronto. The average rent of a building will be verified by SSHA. This is usually calculated using a Rent Roll, which the landlord attaches to the L5 application, or through the attestation of a number of affected tenants. The rent for units affected by the application should be at or below the following amounts:

| Bachelor | 1-bedroom | 2-bedroom | 3-bedroom + |
| --- | --- | --- | --- |
| $1,531 | $1,808 | $2,129 | $2,451 |

To the best of your knowledge, is the monthly rent for the units affected by the application at or below these amounts?

Yes

No

1. Reason for the Above Guideline Rent Increase:

Note: this information is available in the L5 application.

Reason 1: The municipal taxes and charges for the residential complex increased by an "extraordinary" amount.

Reason 2: Operating costs for security services for the residential complex have been experienced for the first time or have increased.

Reason 3: Capital expenditure work was done in the residential complex.

1. Explain why you are disputing the Above Guideline Rent Increase and what you hope to achieve by disputing the application. Include information on how this application will support the ongoing affordability of rental units in the affected building.

Click here to enter text.

# Schedule B: Making an Application about Maintenance Issues (T6)

In Section 3, if you selected "We are making an application to the Landlord and Tenant Board about maintenance issues in the building", complete Schedule B in its entirety.

1. The tenant group must **intend** to file a T6: [Tenant Application about Maintenance](https://tribunalsontario.ca/documents/ltb/Tenant%20Applications%20&%20Instructions/T6.pdf). Do you intend to file a T6 application with the Landlord and Tenant Board?

Yes

No

If you selected yes, include a copy of the T6 with your application if it is available. The T6 may be in draft or completed. This is not mandatory to apply for a Tenant Support Grant in this category.

To apply for a Tenant Support Grant to make an application about maintenance issues, you must **intend** to file a T6 application with the Landlord and Tenant Board. If you selected no, you may select a different reason for making an application in Section 3 above and continue making an application, or contact the Outreach and Organizing team of the FMTA through [the FMTA website](https://www.torontotenants.org/contact) for more information.

1. Number of Units affected by the Application: Click here to enter text.

Note: if this information is not readily available, use a best estimate based on the number of units per floor and number of floors in the affected building(s).

1. The intent of the Tenant Support Grant is to preserve affordable rental housing in Toronto. The rent for units affected by the application should be at or below the following amounts:

| Bachelor | 1-bedroom | 2-bedroom | 3-bedroom + |
| --- | --- | --- | --- |
| $1,531 | $1,808 | $2,129 | $2,451 |

To the best of your knowledge, is the monthly rent for the units affected by the application at or below these amounts?

Yes

No

1. Explain why you are making a Tenant Application about Maintenance, the type of professional service you would like to hire and what you hope to achieve by disputing the application. Include information on how this application will support the ongoing affordability of rental units in the affected building.

Click here to enter text.

# Schedule C: Disputing a Notice to Demolish, Repair or Convert Rental Units (N13)

In Section 3, if you selected "We are disputing a Notice to demolish, repair or convert multiple rental units in a building at the Landlord and Tenant Board", complete Schedule C in its entirety.

1. The tenant group must have received an **N13 notice** from their landlord: [Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use](https://tribunalsontario.ca/documents/ltb/Notices%20of%20Termination%20&%20Instructions/N13.pdf). Have you received an N13?

Yes

No

If you selected yes, include a copy of the N13 notice with your application.

If you selected no, you cannot apply for a Tenant Support Grant to dispute an application to demolish, repair or convert the rental unit or affected building(s) until you have received an N13 notice from your landlord. You may select a different reason for making an application in Section 3 and continue making an application, or wait until you have received an N13 notice.

1. Number of Units affected by the Application: Click here to enter text.

Note: if this information is not readily available, use a best estimate based on the number of units per floor and number of floors in the affected building(s).

1. The intent of the Tenant Support Grant is to preserve affordable rental housing in Toronto. The rent for units affected by the application should be at or below the following amounts:

| Bachelor | 1-bedroom | 2-bedroom | 3-bedroom + |
| --- | --- | --- | --- |
| $1,531 | $1,808 | $2,129 | $2,451 |

To the best of your knowledge, is the monthly rent for the units affected by the application at or below these amounts?

Yes

No

1. Reason for the N13:

Note: this information is available in the N13 notice.

Reason 1: The landlord intends to demolish the rental unit or the residential complex.

Reason 2: The landlord requires the rental unit to be vacant in order to do repairs or renovations so extensive that a building permit is required and the rental unit must be vacant to do the work.

Reason 3: The landlord intends to convert the rental unit or the residential complex to a non-residential use.

1. Has the landlord indicated clearly, through the N13 or other information provided to tenants, that affected tenants have the right to some compensation for moving?

Yes

No

1. Has the landlord indicated at any time that they will provide tenants more than three months' rent in compensation if the tenants voluntarily sign an N9, Tenant's Notice to End the Tenancy?

Yes

No

**If you selected Reason 2 in Question 4, complete Questions 7 and 8. If you selected Reasons 1 or 3, proceed to Question 9.**

1. Has the landlord indicated clearly, through the N13 or other information provided to tenants, that affected tenants have the right to move back into their rental units once the repairs or renovations are complete?

Yes

No

1. Has the landlord obtained any necessary building permits?

Note: this information is available in the N13 notice.

The landlord has obtained the necessary building permits or other authorization to convert, demolish or repair the rental unit.

The landlord will obtain the necessary building permits or other authorization to convert demolish or repair the rental unit.

No permits or other authorization are necessary in this case to convert the rental unit or demolish it.

1. Explain why you are disputing the N13, the type of professional service you would like to hire and what you hope to achieve by disputing the application. Include information on how this application will support the ongoing affordability of rental units in the affected building.

Optional: If you have received a quote or an estimate from the professional service you would like to hire, include this information below. This is not mandatory to apply for the Tenant Support Grant.

Click here to enter text.

# Schedule D: Other Application Type

In Section 3, if you selected "We are intending to pursue other legal processes at the Landlord and Tenant Board, Local Planning Appeal Tribunal, Divisional Court, or other administrative tribunal or court with the intent of preserving affordable rental housing in Toronto", complete Schedule D in its entirety.

1. Number of Units affected by the Application: Click here to enter text.

Note: if this information is not readily available, use a best estimate based on the number of units per floor and number of floors in the affected building(s).

1. The intent of the Tenant Support Grant is to preserve affordable rental housing in Toronto. The rent for units affected by the application should be at or below the following amounts:

| Bachelor | 1-bedroom | 2-bedroom | 3-bedroom + |
| --- | --- | --- | --- |
| $1,531 | $1,808 | $2,129 | $2,451 |

To the best of your knowledge, is the monthly rent for the units affected by the application at or below these amounts?

Yes

No

1. Provide information on what type of legal process you are intending to pursue, and where.

Click here to enter text.

1. What do you hope to achieve by making the application? Include information on how this application will support the ongoing affordability of rental units in the affected building and the type of professional service you would like to hire.

Optional: If you have received a quote or an estimate from the professional service you would like to hire, include this information below. This is not mandatory to apply for the Tenant Support Grant.

Click here to enter text.

You may attach any relevant documentation to support your Tenant Support Grant application. This is not mandatory to apply for a Tenant Support Grant in this category.