

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), the RGI Administrator must complete the [online Market Household Requesting RGI Assistance \(in-situ\) form](#) and receive the approval of their Housing Consultant before allocating an RGI subsidy to that household.

Step 1: Ensure that the applicant household meets the requirements

Market rent households requesting RGI within their current unit must meet the following criteria before they can receive an in-situ offer for RGI subsidy:

- Request that they be considered for RGI subsidy through their housing provider.
- Apply for RGI subsidy as an in-situ (Market Rent to RGI) household in MyAccesstoHousingTO.
- Inform their housing provider of their in-situ application.
- Currently are and have been a tenant of their current housing provider for at least five (5) consecutive years (60 months).
- Currently live in the size of unit they are eligible for, according to the Local Occupancy Standards. (The in-situ offer for RGI will be for their current unit, therefore they cannot be over-housed.)
- Do not have any outstanding arrears with the current housing provider or a previous social housing provider within Ontario. If they do, they must have a repayment agreement that is in good standing to remain eligible for RGI.
- Ask the Province to cancel a current housing allowance, if they have one, once they begin receiving an RGI subsidy. **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.*
- Be the highest ranked eligible in-situ applicant within the building on the Building Complex – Applicants Currently Residing (BCACR) report. The BCACR report provides the names of all eligible in-situ applicants, listed by priority designations and their in-situ application or lease date.

Step 2: Verify, document and confirm that:

- 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 an Arrears Check Form to Access to Housing on behalf of the applicant household.
- The applicant household meets the Local Occupancy Standards in their current unit (they are not over-housed).

Step 3: Identify the household who is eligible for the in-situ RGI subsidy

- Pull the BCACR report from MyAccessstoHousingTO. RGI administrators must verify that all of the dates on the BCACR report for the in-situ households are correct.
- Once the dates are verified, and corrected if necessary, use the BCACR report from MyAccessstoHousingTO to identify the top eligible household.

Step 4: Gather documentation:

- The date your Board adopted its policy regarding in-situ RGI offers.
- The current market rent households requesting RGI that are living in the building as listed on the current BCACR report.
- Last RGI subsidy given, date, internal or external.
- Current unit number, date of possession and file reference number from MyAccessstoHousingTO 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 the current BCACR report.
- If the applicant household is not the top eligible household on the BCACR report, the name of the primary applicant for all of the other households with a higher ranking on the BCACR 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 5: Complete the online Market Household Requesting RGI Assistance (in-situ) Form

- Access the [online Market Household Requesting RGI Assistance \(in-situ\) form](#) on your computer/mobile device.

- Respond to all mandatory questions (red asterisk).
- 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.
- 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.
- 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.
- After you receive approval from your Housing Consultant, you can proceed to add the unit to MyAccessstoHousing and fill the vacancy using the Direct Allocation process.

Questions/Concerns: Contact your Housing Consultant