

Mimico
Co-operative Homes Inc.

Board Policy No. 14

Market Household Requesting Subsidy Policy

Approved by the Board
of Director on
November 25, 2015

Market Household Request Subsidy Policy

1. Purpose

The purpose of this policy is to set out guidelines and procedures for allocating subsidy to internal market household who are currently on the Housing Connections waiting list.

2. Guideline

- The household must live in the building for at least five years
- The household must currently be on the Housing Connection's waiting list for this building
- The household must be eligible for subsidy in the unit they currently occupy
- The household must be the highest rank market household on the Applicant Using Your Address (AUYA) list.
- The Co-op must ensure they are using a AUYA report with a current valid until date
- Members must not be in arrears.
- Only market rent households are eligible to receive RGI under this policy
- All Market Rent members must be aware of this policy.

3 Process

- When there are market rent households on the subsidiary list, the co-op will alternate the allocation of RGI assistance between the external applicants and the members market rent households by selecting as follows:
 - The highest ranked household on this project's Housing Connections waiting list every second time (external applicant moving into a vacant unit), and then
 - The highest ranked qualifying household on this project's Applicant Using Your Address (AUYA) report every second time (current market-paying household)
- Prior to allocating RGI assistance, the co-op must first submit the following documents to the Social Housing Consultant for approval:
 - An Excel version of Market Housing Requesting RGI Assistance Information and Approval Form
 - A copy of the AUYA Report
 - A copy of the Applicant's Using Your Address – Not Highest Ranked Report (if necessary)

4 Offering RGI Assistance to Market Rent Household

- Receive approval from the consultant
- Provide market household with Income & Asset Verification form
- Follow regular process when offering RGI

5 Applicants not eligible for RGI assistance under this policy

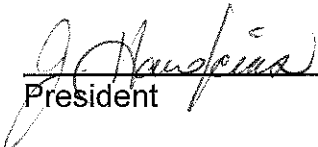
- A member of an existing RGI household who wishes to form a second household
- Long Term Guests
- Unregistered Guest

6. Sample Documents

Sample documents attached:

- Market Household Requesting RGI Assistance Information & Approval form
- Housing Connections Applicant Using Your Address List

Passed by the Board of Directors of Mimico Co-operative Home Inc. at a meeting duly held November 25, 2015



President

c/s