



## Durham Social Housing Directives

Housing Services Division | Financial Housing Services  
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<b>Subject:</b>	<b>STANDARDS – LEASES AND OCCUPANCY AGREEMENTS</b>
<b>Directive Number:</b>	<b>OPR 2015-02</b>
<b>Date:</b>	<b>April 8, 2015</b>

### Purpose

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To establish local lease standards.

### Background

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The *Housing Services Act* allows the service manager to make local standards about leases for units in Part VII housing projects.

This local standard applies to leases of non-profit housing corporations and to occupancy agreements of non-profit housing co-operatives for Part VII housing projects.

### General Standards

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A housing provider must have a lease or an occupancy agreement with a household before providing rent-geared-to-income (RGI) assistance.

A housing provider cannot refuse to enter into a lease or an occupancy agreement with an RGI household that is unable to pay a charge at the time of signing (e.g. last months' rent deposit) if the household agrees to a payment schedule for the unpaid charges.

### Signatories to Lease or Occupancy Agreements

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The lease or occupancy agreement will normally be signed by all members of the household aged 18 and over.

A housing provider may, at its discretion, choose not to add an individual member of an RGI household as a signatory to the lease or occupancy agreement as long as:

- RGI is charged against that household member's income, if any

- the reasons for not adding the household member as a signatory to the lease or occupancy agreement are documented on the tenant or co-op member's file
- at least one member of the household has signed the lease or occupancy agreement.

### **Required Provisions in Lease or Occupancy Agreement**

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The lease or occupancy agreement must set out the following provisions:

- market rent or housing charge for the unit
- the occupants of the unit
- the requirement that an RGI household report all changes to income, assets and living circumstances to the housing provider as soon as they occur
- consent to the sharing of personal information for the purpose of arrears collection and future RGI eligibility with:
  - the Region of Durham
  - access centres and service managers authorized under the *Housing Services Act*
  - the Housing Services Corporation
  - a credit information company.

### **Effective Date**

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This local standard comes into effect on April 1, 2015.

### **Repealed Rules**

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This directive replaces Directive 2006-01 Leases and Housing Agreements and Directive 2009-02 Lease and Housing Agreement Provision Regarding Arrears.

### **Legislative Authority**

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Housing Services Act, s. 75  
Ontario Regulation 367/11, s. 100