



Durham Social Housing Directives

Housing Services Division | Financial Housing Services
605 Rossland Rd E, Whitby L1N 6A3
905-668-7711 | 1-800-372-1102 | www.durham.ca

Subject:	APPLICATION FOR RGI AND MODIFIED HOUSING FORM
Directive Number:	CWL 2017-02
Date:	February 21, 2017

Purpose

Establish the standard Application for Rent-Geared-to-Income (RGI) or Modified Housing form for use by Durham Access to Social Housing (DASH) and housing providers.

Background

All new applicants for rent-geared-to-income (RGI) and/or modified housing must complete the Regional Application for Rent-Geared-to-Income (RGI) and Modified Housing form.

- Durham Access to Social Housing (DASH) processes most applications for rent-geared-to-income (RGI) assistance and modified housing.
- Housing providers process applications for in-situ RGI by current tenants and co-op members.

The Application for RGI and Modified Housing form is available on the Region of [Durham's website at www.durham.ca](http://www.durham.ca). Printed copies of the form are also available at the DASH office.

Structure of Form

The Application for RGI and Modified Housing form consists of three parts:

- General information about applying to DASH for RGI or modified housing
- Consent to Disclosure of Information and Documents specific to DASH
- Application – eligibility determination.

The Application Part is divided into eight sections:

- Contact information

- Details of current accommodation (for statistical purposes)
- Household information – details of the people applying for RGI or modified housing
- Status in Canada
- Income information
- Asset information
- Application for Special Priority status – basic information to determine if applicant requires an Special Priority Application package
- Application for Modified housing
- Declaration of the truth of information provided.

Signatures

All members of the household who are 18 years of age or older must sign the Application for RGI and Modified Housing form.

If a member of the household is unable for any reason to sign the application form or to make a valid application, the form may be signed on their behalf by a power of attorney or a person who is otherwise authorized to act person's behalf.

Verification

DASH does not normally verify information provided on the Application for RGI and Modified Housing form. However, DASH does verify the need for a modified a unit before placing an applicant on the modified unit wait list. DASH may request verification of status in Canada, income, asset or other information at its discretion.

Housing providers are required to verify all information provided on the application:

- at the time of offer of an RGI or modified unit
- when a tenant or co-op member applies for in-situ RGI.

Verification is not required if:

- DASH or the housing provider is satisfied that the applicant is unable to provide the information

- The applicant is being offered a unit for the homeless or hard to house and the housing provider believes it is inappropriate to request the information
- DASH or the housing provider believes that providing the information would place an SPP applicant or someone in their household at risk.

Incomplete Applications

If DASH receives an incomplete application, it will immediately return the application to the applicant noting the information that is required to make the DASH application complete.

Printed Application Forms

Printed Application for RGI and Modified Housing forms are available at the DASH office at:

Durham Access to Social Housing (DASH)
Housing Services Division
605 Rossland Road West
Whitby, ON L1N 6A3

Phone: 905-668-7711 | Toll free: 1-800-372-1102
Email: housingservices@durham.ca

Effective Date

This Directive comes into effect on February 17, 2017.

Repealed Rules

This directive replaces Memo 03-04 Application for RGI Assistance – New Form.

Legislative Authority

Housing Services Act, s. 44, 45
Ontario Regulation 367/11, s. 43, 44