



## Durham Housing Directives

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<b>Subject:</b>	<b>Regional Consent Form</b>
<b>Directive Number:</b>	<b>RGI 01-16</b>
<b>Effective Date:</b>	<b>July 2020</b>
<b>Date Updated:</b>	<b>June 2025</b>

### Purpose

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To provide an overview of the standard Regional Consent form to be used by community housing providers, Durham Access to Social Housing (DASH), and Regional staff in the administration of rent-geared-to-income (RGI) and modified housing.

### Background

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A standard Regional Consent form has been implemented to ensure consistent collection, use, and disclosure of personal information for the administration of rent-geared-to-income (RGI) and modified housing. The standard form ensures compliance with the Housing Services Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Regional Consent form is called [Consent to Disclosure of Information and Documents](#) and is available on the Resources for Community Housing Providers section on the Region of Durham's website.

All community housing providers, Durham Access to Social Housing (DASH), Durham Regional Local Housing Corporation (DRLHC), and Regional staff will use this consent form.

### Purpose of the Regional Consent Form

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The Regional Consent form is used to request verification from or share information with third parties regarding RGI or modified housing eligibility of an applicant, tenant, or co-op member. DASH and housing providers may also use this form to request information from Ontario Works or ODSP staff.

The Regional Consent form can only be used for the purpose of determining or confirming eligibility for RGI or modified housing, including placement on the DASH wait list. The party from whom information is requested or to whom

information is disclosed, as well as the type of information that is being shared, must be relevant to RGI or modified housing eligibility.

## **Use of the Regional Consent Form**

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The Regional Consent form can be used to collect information from a third party in some circumstances, including but not limited to:

- At the request of the household, after unsuccessful attempts have been made to request information directly.
- Where the household has refused to provide the information or verification of the information to determine initial or ongoing eligibility for a housing program or rent-geared-to-income.
- There is concern of the accuracy of the information or verification provided.

## **Completing the Regional Consent Form**

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The Regional Consent form is completed at the time of application, can be requested at review of eligibility on the waitlist, at the time of offer, and at each annual update of eligibility by the housing provider. It must be signed by:

- the primary applicant, tenant, or co-op member
- their spouse, if applicable
- all household members over the age of 16 years

If the household consists of more than one family unit or benefit unit, a separate consent is required for each. For example, if two unrelated single women share a two-bedroom unit, a separate consent is required for each person.

Housing providers should ensure that they include the legal name of their corporation in sections 1 and 3 of the Regional Consent form.

## **Repealed Rules Date**

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This directive replaces Directive 2008-02 Revised Regional Consent Form.

## **Legislative Authority**

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Housing Services Act, s. 44, 50, 52  
MFIPPA section 54(c)