



[date]

[applicant name]
[applicant address]

Dear [applicant]:

Re: Former Tenancy in Arrears – [address of former tenancy]

Please be advised that as per our previous correspondence, your application for Rent-Geared-to-Income Assistance has not been processed due to outstanding arrears of a former tenancy as listed above.

As per eligibility requirement of the Social Housing Reform Act, an applicant must not owe arrears of rent for a former tenancy as follows:

Eligibility requirements

7. (1) A household is eligible for rent-geared-to-income assistance if,
- e) in the case of a household other than a special priority household, no member of the household owes, with respect to a previous tenancy in any housing project under any housing program,
 - (i) arrears of rent,
 - (ii) money owed as the result of a reimbursement requested by a service manager under section 86 of the Act, or
 - (iii) money owed in respect of damage caused by a member of the household;

However, should you wish to enter into a regular scheduled payment arrangement, we would process your application and place you on the chronological waitlist as of the date of your first payment. So long as you maintain your scheduled payments, you would then be eligible to access programs such as the Direct Shelter Subsidy until such time as your chronological date grants you an offer of accommodations. When this occurs, all outstanding amounts must be paid in full, prior to an offer being made.

Should you default on this negotiated payment schedule or a payment be returned to us unpaid, your application will be cancelled immediately. This will also make you ineligible for other programs such as Direct Shelter Subsidy.

If you wish to engage in such an agreement, please sign and return one copy of the attached payment arrangement agreement to the undersigned.

Please contact our office if you have any questions or concerns.

[signature of DSB Employee]



I **[applicant]** wish to enter into a payment arrangement with the Manitoulin-Sudbury DSB to repay former tenant arrears owing.

I agree to pay \$ _____ each and every month by no later than the [day] day of the month.

I [applicant] understand that my payments are to be made to the [name of organization receiving payment]. Please quote file [enter file #].

I also understand that it is my responsibility to advise the Manitoulin-Sudbury DSB of my continued payments in order to maintain an active applicant file, and further that should a payment be dishonoured, or defaulted, that this order is void and my application for housing will be cancelled.

Signed this _____ day of _____, 20 .

[applicant signature]

Witness