



Housing Services Division  
 The Regional Municipality of Halton  
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## Community Housing Program Directives

### Directive No. 15

### Subject: Consent and Declaration

The Directions in this notice are to be implemented by the housing providers administered by the Region of Halton under the following programs.

<input checked="" type="checkbox"/>	Provincially Prescribed Non-Profit and Co-operative Housing Programs, including Public Housing
<input type="checkbox"/>	Federal Non-Profit Housing Programs
<input checked="" type="checkbox"/>	Rent Supplement
<input checked="" type="checkbox"/>	Halton Access to Community Housing (HATCH)
<input type="checkbox"/>	Other -

#### Effective Date:

January 1, 2021

#### Authority:

*Housing Services Act, 2011 s. 169-176*  
*O. Reg. 367/11 s. 145-147*

#### Purpose:

To ensure compliance under O. Reg. 367.11, s. 145-147 which permits Housing Providers to obtain consent to collect personal information for the purpose of administering RGI assistance.

#### Background:

All households are required to sign a consent and declaration form in order to apply for and receive rent geared-to-income housing. This information enables Housing Providers and Halton Access to Community Housing (HATCH) to access each household's eligibility for RGI assistance in accordance with the *Housing Services Act* and its regulations.

## Directions:

Community Housing providers are required to use the Consent and Declaration form (**Appendix I**) when a household has entered into a lease/occupancy agreement and at the time of annual review.

All information collected with respect to an RGI household is to be contained in a secure household physical or electronic file located at the community housing providers' office. Housing provider files should contain the household's original application form, annual review forms and any other required documents or correspondence relating to a household's eligibility or ongoing eligibility for RGI.

Lease/occupancy agreements and annual review forms must contain the Consent and Declaration form and must be signed by all primary members of the household and household members over the age of 18 who are not full-time students.

*Note:* Witnesses are required for each signature.

For the purpose of a referral to Halton Region's Eligibility Review Officer, a signed and witnessed Consent and Declaration form must be provided before an investigation can take place. Please refer to Directive No. 13.

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DocuSigned by:



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Alex Sarchuk

Commissioner, Social and Community Services Department

Replaces: Directive No. 6 (2002)
Date Released: December 18, 2020
Revised: N/A

## ***Appendix I***

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### **Consent and Declaration**

1. I declare that the information I provide in this document is true and that no information that is required to be given has been withheld or omitted.
2. I understand and agree that Halton Region and **name of Housing Provider** will use the information in this application to determine my eligibility for rent-geared-to-income (RGI) subsidy. The following information is collected to assist with completing my application and verifying eligibility requirements:
  - conducting former tenancy checks
  - obtaining credit reports to confirm financial history
  - collecting required application information from other social assistance providers (e.g. Ontario Works) who may have my information
  - collecting information with respect to receipt of and/or obligations to obtain income (e.g. Ontario Works, Employment Insurance, etc.) as required of me under the *Housing Services Act, 2011*.
3. I consent to the disclosure of the information on this form, including any attachments as required of me under the Housing Services Act and Halton Region's local rules and Directives, and any applicable Provincial or Federal program administrators, without further notice to me for the purposes of verification of my eligibility for assistance under the following and any other applicable Act:
  - Housing Services Act, 2011
  - Ontario Works Act, 1997
  - Ontario Disability Support Program Act, 1997
  - Child Care and Early Years Act, 2014
  - Income Tax Act
  - Immigration Act.
4. I consent to the collection of any information by Halton Region and **name of Housing Provider** relating to household finances and assets from any financial institution or corporation regarding any bank accounts, safety deposit boxes, and assets of any kind held by me or on my behalf or by or on behalf of any of my dependants or children temporarily in my care, alone or jointly with any other person.
5. I consent to Halton Region and **name of Housing Provider** disclosing the information on this form including any attachments to any government or agency or individual with whom Halton Region has made an agreement under the *Housing Services Act, 2011*, without further notice to me, for the purpose of conducting research related to a social benefit program or social housing or rent-geared-to-income assistance program.
6. Before I can receive RGI assistance, I understand that I must pay back or arrange to pay back any money I may owe to any subsidized housing project.

7. I understand that upon entering into a lease/occupancy agreement with **name of Housing Provider** that my name will be removed from the HATCH Centralized Waiting List.

## Declaration

1. I declare that everything I have written in this document is true and that no information that is required to be given has been withheld or omitted.
2. I declare that no member of my household is currently under a removal order to leave Canada.
3. I will inform **name of housing provider** of the following changes and provide proof of these changes within 30 days:
  - Someone moves in or out of my unit
  - A household member begins school full time
  - A household member who was a full-time student with income stops attending school
  - A household member starts or stop receiving OW or ODSP
  - A household member receiving OW or ODSP has an increase in other income
  - A household members' income taxes are reassessed.
4. I understand that it is an offence, under the Housing Services Act, for an individual to knowingly obtain or assist a household member to obtain rent geared to income assistance for which they are not entitled. Such an offence carries up to a \$5,000 fine or to up to 6 months imprisonment as well as a prohibition from re-applying for RGI assistance for a minimum period of two years. If something on this document is missing, incorrect or false, Halton Region and name of Housing Provider, on behalf of Halton Region may request additional information or may cancel my eligibility for subsidy or special needs housing.

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<b>Tenant 1</b> (print name)	Signature	Date	Witness	Signature
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<b>Tenant 2</b> (print name)	Signature	Date	Witness	Signature
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Dependant(s) (18 years and older and not a full-time student)

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<b>Dependent</b> (print name)	Signature	Date	Witness	Signature
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<b>Dependent</b> (print name)	Signature	Date	Witness	Signature
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<b>Dependent</b> (print name)	Signature	Date	Witness	Signature
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