



SOCIAL HOUSING POLICIES



DIVISION:	Social and Community Services		
POLICY SECTION:	Social Housing	EFFECTIVE DATE:	8/24/2014
SUBJECT:	Housing Programs – Vacancy Loss		
POLICY NUMBER:	2014 – NP – 05	SUPERCEDES:	2007-06

1. PURPOSE

1.1 This policy is intended for use by all County of Simcoe housing providers that operate a designated housing project under the Housing Services Act (HSA) 2011.

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Municipal & Private Non-Profit

Co-Operatives

Federal Non-Profit

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Rent Supplement *

**including former OCHAP/CSHP*

CWL

Simcoe County Housing

1.2 This policy is intended to provide social housing providers with a recognized standard for reporting market and rent-geared-to-income (RGI) vacancy loss.

2. POLICY STATEMENT

2.1 Consistent reporting of monthly and yearly market and rent-geared-to-income vacancy loss across the Service Manager area is a solid business practice that leads to optimal access to affordable housing for low to middle income households. Additionally, the requirement for social housing providers to report vacancy loss can enable improved financial outcomes for their unique portfolios. The County of Simcoe is therefore implementing a standardized reporting procedure for all social housing providers, to ensure that social housing providers received rent-geared-to-income subsidy in accordance with their target plan.

3. REFERENCES

Housing Services Act, 2011 s. 38, s. 75(1); s. 77(1a), and s. 80(1)

4. SCOPE

4.1 Under the Housing Services Act 2011, each Part VII housing project shall have a target for the number of units occupied by households receiving rent-geared-to-income assistance, also as defined under the Housing Services Act. Former federal nonprofit housing providers are required to fill units in accordance with their operating agreements and ensure that their minimum rent-geared-to-income levels are achieved.

4.2 Housing providers have a responsibility to ensure tenants/members give proper notice when vacating units to limit any vacancy loss. The County of Simcoe will cover up to a maximum **of two (2) months** of rent-geared-to-income vacancy loss, however, in exceptional circumstances, a request for additional vacancy loss may be made to the County of Simcoe as Service Manager. Backup documentation will be required.

4.3 Housing providers have a responsibility to submit annually within five months after the end of each fiscal year an annual report that includes vacancy loss.

5. PROCEDURES

5.1 The housing provider shall select households to occupy a vacant unit or to receive rent-geared-to-income (RGI) assistance in a housing project in a manner consistent with the target plan and the mandate for the housing project. Every housing provider is required to meet such requirements as may be prescribed by the Service Manager.

5.2 The housing provider will ensure tenants/members provide proper notice to limit any vacancy loss and will maintain this documentation on file. Where proper notice cannot be provided or unforeseen circumstances exist, the County of Simcoe may cover up to a maximum **of two (2) months** of vacancy loss for RGI units based on a business case submitted by the housing provider.

5.3 The housing provider is to ensure that vacant units are filled in a timely manner as per their Annual Information Return and target plan. Vacant units are deemed rent-geared-to-income (RGI) or market depending on the status of the tenant/member who vacated.

5.4 The housing provider is to ensure their auditors are in receipt of a copy of this directive.

5.5 Contact your Program Supervisor with any questions or concerns.



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 Social Housing Department
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MONTHLY TARGET TRACKER

PROVIDER NAME

MONTH OF: _____

APPROVED TARGETS		
MARKET	RENT GEARED-TO-INCOME	TOTAL UNITS

ACTUALS		
MARKET	RENT GEARED-TO-INCOME	TOTAL UNITS
# of Vacant Market Units (attach list with unit addresses)	# of Vacant R.G.I. Units *(attach list with unit addresses & reason for move out)	# of Vacant Modified Units (attach list with unit addresses)

ARREARS AS AT MONTH-END		
1-30 days	31-90 days	+90

 Representative's signature

****Important – please attach the list of vacant unit addresses and indicate reason for move out.***