



Niagara Regional Housing

Rent Supplement Notice

No: 07-01

APPLICABLE TO:		DATE: December 10, 2007	
X	Rent Supplement Landlords	X	Mandatory
	Housing Allowance Landlords		For Information

SUBJECT: Annual Rent Rolls

Background

The rent supplement agreement describes certain responsibilities and obligations for landlords participating in the rent supplement program administered by Niagara Regional Housing (NRH).

Clause 6 of the rent supplement agreement states:

- 6 (1)(o) The Owner shall provide the Service Manager (NRH) with current rent rolls, when requested, for the building(s) in which the rent supplement units are located.
- 6 (2) The Owner shall establish the market rent for each category of units not more than once every twelve (12) months. The market rent, for the purpose of this Agreement, shall be effective for all rent supplement units, from the date that it is established until it is revised in accordance with paragraph 11.

NRH requires all landlords to provide a January 2008 rent roll for all building(s) in which rent supplement units are located. NRH will use the information for verification and comparison purposes.

Landlord's Role

All landlords are required to submit a January 2008 rent roll for all buildings in which rent supplement units are located. These reports are to be forwarded (by mail or email) to the attention of:

Margaret Smith, Rent Supplement Coordinator
Niagara Regional Housing
PO Box 344, Thorold ON L2V 3Z3
Email: margaret.smith@regional.niagara.on.ca

The **deadline** for submitting these reports is **February 28, 2008**.

Service Manager's Role

This information will be used to verify market rent levels and for comparison purposes when requests for market rent increases are received.

If you have any questions or concerns regarding this notice, please contact Margaret Smith, Rent Supplement Coordinator at (905) 682-9201 ext. 3932 or email margaret.smith@regional.niagara.on.ca.

Mira Fearnside
Manager Housing Programs (Acting)