



Rent Supplement Notice

No: 2012-01

APPLICABLE TO:		DATE: January 6, 2014	
<input checked="" type="checkbox"/>	Rent Supplement Landlords	<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	Housing Allowance Landlords	<input type="checkbox"/>	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 that:

- 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 2012 rent roll** for all building(s) in which rent supplement units are located. NRH will use the information for verification and comparison purposes.

The deadline for submitting these reports is February 29, 2012.

Landlord's Role

All landlords are required to submit a **January 2012 rent roll** for all buildings in which rent supplement units are located by February 29, 2012. These reports are to be mailed, faxed or emailed to the attention of Margaret Smith, Rent Supplement Coordinator, P. O. Box 344, Thorold, ON L2V 3Z3. Fax: 905-687-4844. Email: margaret.smith@niagararegion.ca

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.