



Request for Exemption – Property Management Tendering - APPENDIX A

Please complete this form at least 6 months prior to the end of the Property Management Contract and submit it to your Housing Administrator by mail - Niagara Regional Housing, Box 344, Thorold, ON L2V 3Z3, email, or fax - 905-687-4844. Please attach any additional comments or business cases to support your exemption request.

DATE:		HOUSING PROVIDER:		
Management/staff costs are all administrative and maintenance staffing costs associated with the management of the building. Only consider the human costs, not supplies or materials.				
Management/Staff Costs	Current Year-to-Date As of: <i>(attach latest monthly financial statements)</i>	Prior Year Fiscal Period:	2 nd Prior Fiscal Period:	
Property Management Fees				
Administration salary, wages & benefits				
Maintenance salaries, wages & benefits				
Bookkeeping				
Cleaner				
Other - explain				
Total				
Financial Position				
	Current Operating Position - Surplus (Deficit) <i>(attach latest monthly financial statement)</i>	Accumulated Financial Position - Surplus (Deficit)	Accumulated Financial Position - Surplus (Deficit)	
	Current Year-to-Date As of:	Prior Year Fiscal Period:	2 nd Prior Fiscal Period:	
Financial Position:				
VACANCY LOSS STANDARDS				
<p>“Vacancy loss rate” is calculated as the Total Year-to-Date vacancy months/Total RGI or Market units x 12 months (RGI and Market Units are calculated separately).</p> <p style="text-align: center;"><i>Example: 2 RGI units remained vacant for a total of 3 months = 6 As of the reporting period, the provider has 30 total RGI units x 12 = 360 Calculation: 6/360 = 1.6%</i></p> <p>RGI Standard – 2% or lower Market Standard – based on latest vacancy rate reported in CMHC’s <i>Rental Market Report</i> for the provider area.</p> <p>A business case (with pictures) should be provided for exceptional circumstances where vacancy loss exceeds the standard.</p>				
Current Year to-date				
<i>Attach latest vacancy loss report or Unit Activity Data Report (form A7 from AIR)</i>				
Vacancy Loss	Total number of vacant units during the period (a)	Total months the units in (a) were vacant during the period (b)	Total units (market or RGI) in portfolio x 12 (c)	Vacancy Loss: (a) x (b) (c)
Market				
RGI				

Prior Full Year Fiscal Period				
<i>Attach Unit Activity Data Report (form A7 from AIR)</i>				
Vacancy Loss	Total number of vacant units during the period (a)	Total months the units in (a) were vacant during the period (b)	Total units (market or RGI) in portfolio x 12 (c)	Vacancy Loss: $\frac{(a) \times (b)}{(c)}$
Market				
RGI				
2nd Prior Fiscal Year				
<i>Attach Unit Activity Data Report (form A7 from AIR)</i>				
Vacancy Loss	Total number of vacant units during the period (a)	Total months the units in (a) were vacant during the period (b)	Total units (market or RGI) in portfolio x 12 (c)	Vacancy Loss: $\frac{(a) \times (b)}{(c)}$
Market				
RGI				

ARREARS STANDARDS

The arrear percentage is calculated as the total arrears divided by the total annual revenue (market and RGI, excluding subsidy).

NRH Standard: 2.5%

A business case should be provided for exceptional circumstances where arrears exceed the standard.

	Current Year-to-Date As of: <i>(attach latest arrears report)</i>	Prior Full Year Fiscal Period:	2 nd Prior Fiscal Period:
Arrears Amount			
Arrears Percentage (show calculation)			

We certify that the information contained on this form is correct and complete. We understand that NRH may require further information to verify any information provided.

Signature of President/Chair

Signature of Board Member

Date

Date