



**Revised 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.

|  |  |   |   |
|--|--|---|---|
| <b>DATE:</b>   |  | <b>HOUSING PROVIDER:</b>  |   |
| 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.   |  |   |   |
| <b>Management/Staff Costs</b>  | Current Year-to-Date<br>As of:<br><i>(attach latest monthly financial statements)</i>                | Prior Year<br>Fiscal Period:  | 2 <sup>nd</sup> Prior<br>Fiscal Period:               |
| Property Management Fees   |  |   |   |
| Administration salary, wages & benefits  |  |   |   |
| Maintenance salaries, wages & benefits   |  |   |   |
| Bookkeeping  |  |   |   |
| Other - explain  |  |   |   |
| <b>Total</b>   |  |   |   |
| <b>Financial Position</b>  |  |   |   |
| <b>Financial Position</b>  | Current Operating Position -<br>Surplus (Deficit) <i>(attach latest monthly financial statement)</i> | Accumulated Financial Position -<br>Surplus (Deficit)                     | Accumulated Financial Position -<br>Surplus (Deficit) |
|  | Current Year-to-Date<br>As of:   | Prior Year<br>Fiscal Period:  | 2 <sup>nd</sup> Prior<br>Fiscal Period:               |
| Financial Position:  |  |   |   |
| <b>VACANCY LOSS STANDARDS</b>  |  |   |   |
| <p>“Vacancy loss rate” is calculated as the <b>Total Year-to-Date vacancy months/Total RGI or Market units x 12 months</b> (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<br/>As of the reporting period, the provider has 30 total RGI units x 12 = 360<br/>Calculation: 6/360 = 1.6%</i></p> <p><b>RGI Standard</b> – 2% or lower<br/> <b>Market Standard</b> – based on latest vacancy rate reported in CMHC’s Rental Market Report for the provider area.</p> <p>A business case (with pictures) should be provided for exceptional circumstances where vacancy loss exceeds the standard.</p> |  |   |   |
| <b>Current Year to-date</b>  |  |   |   |
| <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<br>(a)  | Total <b>months</b> the units in (a) were vacant during the period<br>(b) | Total units (market or RGI) in portfolio x 12<br>(c)  |
|  |  |   | Vacancy Loss:<br>(b)<br>(c)                           |
| Market   |  |   |   |
| RGI  |  |   |   |

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

### ARREARS STANDARDS

The arrears percentage is calculated as the total **current** 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<br>As of:<br><b>(attach latest arrears report)</b> | Prior Full Year<br>Fiscal Period: | 2 <sup>nd</sup> Prior Fiscal<br>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