

Housing Services Notice **No: 21-14**

APPLICABLE TO:

DATE: December 20, 2021

<input checked="" type="checkbox"/>	Municipal & Private Non Profit
<input checked="" type="checkbox"/>	Co-operatives
<input type="checkbox"/>	Federal Non Profits
<input type="checkbox"/>	OCHAP/CSHP
<input type="checkbox"/>	Rent Supplement

<input checked="" type="checkbox"/>	Mandatory
<input type="checkbox"/>	For Information

SUBJECT: Splitting Households

PURPOSE

To provide clarification and establish a process when part of a household requests to move to another unit to form a second household.

BACKGROUND

Rent-Geared-to-Income (RGI) subsidy is provided on behalf of all people living in the RGI unit. When someone moves out of an RGI unit, they are no longer entitled to RGI.

Households currently living in social housing may request that part of the household be transferred to another unit to form a second household to accommodate such things as family separation or multi-generational households. This is commonly referred to as "splitting the household" or "splitting the tenancy."

OPTIONS

1. Rent-Geared-To-Income (RGI) Households

RGI households that want to split their household:

- a) Niagara Region Housing Services (NRHS) does not support splitting an RGI household however, if part of an RGI household wants to move out, they can apply for an internal transfer to a market unit with their current housing provider. They may do so, subject to the internal transfer policies of the housing provider. They are not eligible for an internal transfer to an RGI unit.
- b) If part of an RGI household wants to apply for a second RGI unit, the person(s) that wishes to move out can apply for RGI for themselves by completing an application for RGI assistance with Housing Access and be added to the centralized waitlist to move to a new RGI unit. This will be treated as a new application. Their application date will be based on the date they apply and not the household's original move-in date. The person(s) wanting to move can chose to wait until they are offered another RGI unit to move, through the centralized waitlist

process. The person(s) who remain in the existing RGI unit continue to be eligible for RGI.

2. Market Households

Market households that want to split their household:

- a) Where one or more members of a market household wish to leave that household and create a second household with their current housing provider they may do so subject to the internal transfer policies of the housing provider. The second household created will be a market household as well. If either household wishes to apply for RGI assistance they must complete an application for RGI assistance with Housing Access and be added to the centralized waitlist. Their application date will be based on the date they apply and not the household's original move-in date.

MARKET TO RENT-GEARED-TO-INCOME (MKT-RGI IN-SITU)

Any household wishing to apply for MKT-RGI In-Situ must have resided in their current unit for a minimum period of 12 months and meet the eligibility criteria outlined in the MKT-RGI In-Situ Notice 21-13 and RGI eligibility.

Housing Provider's Role

Prior to making an offer for a unit to part of an existing household wishing to split, Housing Providers are required to ensure they are maintaining their RGI target.

Housing Providers are required to comply with this Notice and to provide to the Board of Directors for their information.

Service Manager's Role

NRHS will monitor compliance with this Notice through the operational review process.

If you have any questions regarding this Notice, please contact your Housing Administrator at 905-980-6000.

Donna Woiceshyn, Director Housing Services