



## DOCUMENTED PROCESS FOR FILLING IN RGI UNITS

When filling a RGI unit there are many factors taken into consideration, one of them is the priority level. The common process is filling in the RGI unit with a RGI applicant which can be selected from;

- Housing Connection – Centralized Waiting List
- Internal Waiting List

### HOUSING CONNECTION APPLICANT

The Co-op's target plan when filling in the RGI units is 244 households.

The information that you require when selecting an applicant from the Centralized Waiting List are as follow;

- Print of the centralized waiting list for the first 5 applicants
- Call the applicant and offer unit
- Schedule a viewing of the unit
- Provide 24 hours to submit response; acceptance or refusal of the unit

Once the applicant has provided their response, you will need to update Housing Connection. If the applicant accepts the offer, the following information is requested to determine their housing charge;

- Fill in a site application form
- Fill in a RGI form
- Submit supporting documents for each individual listed on the subsidy application printed out from Housing Connections
- Photocopy all personal information
- Obtain confirmation of status in Canada
- Obtain income information for everyone over the age of 16
- Obtain 2 months of bank statements, investment statement for everyone over the age of 16
- Obtain school information for children over the age of 16 who are registered in school

- Process credit and landlord check

Once all information above is gathered and applicant considered eligible, the co-op staff will need to set up a membership interview with the membership committee and then forward to the board of directors for approval.

Contact the applicant to inform them of the board decision that they have been approved as members of the co-op. Set a date and time to sign occupancy agreement and any other forms/documents that are required. Inform Housing Connections of approval and provide unit and moving-in date.

### **INTERNAL WAITING LIST**

If the selection to fill in a RGI unit is from the Internal Waiting List, you'll need to consider they meet any of the requirements of the Internal Waiting List Policy and the Co-op's By-Law.

The following are the step to process in filling in a RGI unit from the Internal Waiting List;

- Send your offer in writing
- Must state unit that you are offering and date when the unit is available
- Schedule a viewing of the unit
- Must inform member that they have 24 hours to submit their response
- Acknowledge response in writing, whether they accept or not
- Must update Internal Waiting List chart when the offer was made, if they accepted the offer or not, what unit they transfer
- If unit has been accepted, request for most current income information for each member of the household over the age of 16
- Determine housing charge
- Sing occupancy agreement and provide new key for the unit they are transferring.
- Must update all information and file in member's file

***Presented and Approved by the Board of Directors on \_\_\_\_\_, 2016.***

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President

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Corporate Secretary