



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

CLIENT SERVICES DIVISION
The District of Thunder Bay Social
Services Administration Board
(Also known as TBDSSAB)
c/o 34 North Cumberland Street, 4th Floor
Thunder Bay ON P7A 8B9
Tel: 807-766-2111 / Fax: 807-344-4543

APPLICATION GUIDE AND PROGRAM INFORMATION

The purpose of the Provincial Rent Bank is to promote housing stability and prevent homelessness by assisting low income households through the provision of provincial funding for short term rental/occupancy charge arrears.

Eligibility Criteria

A household is eligible for financial assistance under the Provincial Rent Bank Program if:

- a. At least one member of the household is sixteen (16) years of age or older and a resident within the District of Thunder Bay.
- b. At least one member of the household is either a Canadian Citizen, landed immigrant or has refugee claimant status with no outstanding deportation, departure or exclusion order.
- c. At least one member of the household is the legal tenant/member residing in a residential dwelling/unit that is in a good state of repair and fit for habitation and complies with health, safety, housing and maintenance standards. You are not renting from a family member who is the legal owner/tenant/member residing in the dwelling.
- d. You are in receipt of a 'Notice to Terminate Early for Non-payment of Rent Form N4' from your landlord or in the case of a cooperative some form of written documentation indicating that the cooperative is evicting you for non-payment of occupancy charge.
- e. Your landlord/cooperative has agreed to stop eviction proceedings and will sign an Intent to Dismiss Eviction Proceeding.
- f. You can demonstrate that your housing situation is sustainable, the financial crisis is temporary and that it can be addressed through a one-time provision of assistance.
- g. Rental/Occupancy Charge arrears cannot exceed two times the average market rent, as set by the Ministry of Municipal Affairs and Housing. Some exceptions may apply.
- h. Your household has not received financial assistance under the Provincial Rent Bank within the last two (2) years.

- i. Your household is currently not in receipt of Rent/Occupancy Charge-Geared-To-Income (RGI) Assistance.
- j. It is your intention to reside in the rental unit for at least twelve (12) months from the date of application.

Tips for Filling out your Application

1. Complete all sections of the attached Application For Provincial Rent Bank Assistance form and **provide us with copies of the required documents**. If questions are left unanswered your application will be deemed incomplete and further follow up will be required, which may delay the processing of your application.
2. Remember to sign and date your application. All legal tenants must sign and date the application.
3. If you have any difficulty completing the application, please contact The District of Thunder Bay Social Services Administration Board - Housing Services at (807) 766-2111, Ext 4070.
4. Completed applications may be mailed, faxed or hand delivered to:

**Provincial Rent Bank
The District of Thunder Bay Social Services Administration Board
34 Cumberland Street North, 5th Floor
Thunder Bay ON P7A 8B9
Fax (807) 344-4543**

Hours of Operation: 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m.

5. Once your application is complete it will be assessed for eligibility.
6. If your application is deemed eligible, a cheque will be generated, made payable and mailed to the landlord/cooperative. You will be notified by letter of your eligibility.
7. If your application is deemed ineligible you will receive notification in the mail.

****Required Documents****

Your application will not be assessed for eligibility if it is not accompanied by the required document(s):

1. Income and Assets (*Please provide photocopies*)
 - a. Pay stubs for the previous 8 weeks (if applicable)
 - b. Most recent Notice of Assessment from Canada Revenue Agency along with T4's and T5's (to obtain a copy call Revenue Canada: 1-800-959-8281)
 - c. Pension stubs (if applicable)
 - d. OW/ODSP income (if applicable)
 - e. Proof of rental income (if applicable)
 - f. WSIB (if applicable)
 - g. Employment Insurance Benefits (if applicable)
 - h. Child Tax Credit (if applicable)
 - i. GICs, Bonds, RIFs, (if applicable)
 - j. Copy of bank statements for the last 8 weeks (if applicable)
2. A completed 'Intent to Dismiss Eviction Proceedings' form from your landlord.
3. A completed Notice to Terminate Early for Non-payment of Rent (N4) from your landlord. A copy of this form can be obtained from the Landlord and Tenant Board. (Toll Free: 1-888-332-3234 – Web: www.LTB.gov.on.ca). In the case of a cooperative, written documentation is required that indicates the cooperative is evicting for non payment of occupancy charges.
4. A copy of any Orders issued by the Landlord Tenant Board (if applicable).

Revised: October 2011