



<p>Team Name: Elderly Persons' Housing Working Group</p> <p>Team Lead: Vice President Finance & Capital</p> <p>Approved by: Vice President Finance & Capital</p>	<p>Reference Number: ORG.2110.PR.002</p> <p>Program Area: Elderly Persons' Housing</p> <p>Policy Section: General</p>
<p>Issue Date: January 23 2015</p> <p>Review Date:</p> <p>Revision Date: January 10 2017</p>	<p>Subject: Offering a Unit in Elderly Persons' Housing</p>

SUBJECT:

Offering a Unit in Elderly Persons' Housing

PROCEDURE

1. Unit vacancy is minimized to ensure sustainability by optimizing occupancy.
2. Units are offered and occupancy or payment is facilitated according to unit availability and above statement.
3. See procedure: "Wait List Management for Elderly Persons' Housing (ORG.2110.PR.001)", to determine from which list to offer a unit.
4. Notify applicant(s) or alternate contact as directed on the application form.
5. Provide applicant(s) or alternate contact up to two days (if required) to accept or refuse a unit. If refused see procedure: "Withdrawal of Application or Refusal of a Unit in Elderly Persons' Housing (ORG.2110.PR.003)".
6. Security deposit is received with confirmation of acceptance of a unit. Security deposit cannot exceed half a month's rent. Security deposit or portion thereof, dependent on any damage, is refunded on termination of tenancy see Security Deposit Refund Form.
7. Security deposit is returned if tenant decides to refuse a unit, prior to occupancy.
8. Elderly Persons' Housing Residential Tenancy Agreement, inclusive of:
 - Subsidized Rent Summary or Rent Summary
 - Emergency Contact List
 - Vehicle Information Form (as applicable)
 - Rental Unit Condition Report
9. Inform tenant(s) that Periodic Inspections are conducted and documented, see Periodic Condition Report.

SUPPORTING DOCUMENTS

- [ORG.2110.PR.002.FORM.01](#) Elderly Persons' Housing Residential Tenancy Agreement
- [ORG.2110.PR.002.FORM.02](#) Subsidized Rent Summary
- [ORG.2110.PR.002.FORM.03](#) Rent Summary
- [ORG.2110.PR.002.FORM.04](#) Emergency Contact List
- [ORG.2110.PR.002.FORM.05](#) Vehicle Information Form
- [ORG.2110.PR.002.FORM.06](#) Rental Unit Condition Report
- [ORG.2110.PR.002.FORM.07](#) Security Deposit Refund Form
- [ORG.2110.PR.002.FORM.08](#) Periodic Condition Report