



<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.005</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: May 31 2016</p>	<p>Subject: Tenant File Contents - Elderly Persons' Housing</p>

SUBJECT:

Tenant File Contents – Elderly Persons' Housing

PROCEDURE

The tenant file will contain:

At minimum:

- Application for Elderly Persons' Housing
- Supporting income documents (for subsidized housing only)
- Elderly Persons' Housing Residential Tenancy Agreement, inclusive of:
 - Subsidized Rent Summary or Rent Summary
 - Emergency Contact List
 - Rental Unit Condition Report

As applicable:

- Additional Rules and conditions
- Automatic Bank Withdrawal form
- Vehicle Information Form
- Periodic Condition report

SUPPORTING DOCUMENTS

ORG.2110.PR.001.FORM.01	Application for Elderly Persons' Housing
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.SD.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.08	Periodic Condition Report