

THE PRINCE EDWARD COUNTY AFFORDABLE HOUSING CORPORATION

Section: OPERATIONS	Policy: TENANT RECRUITMENT
Date Approved: April 17, 2023	Policy Number: 5.0
Date Revised:	

POLICY

The Corporation will ensure a transparent and equitable tenant recruitment process by providing clear definitions, eligibility and appeals process to County residents.

APPLICATION PROCEDURE

The Tenant Recruitment Application Process will:

1. will be available on-line via desktop or phone, in print, and in-person
2. clearly describe the tenant eligibility applied to the applicant
3. provide information about the supporting documentation needed
4. list sources of community support to complete the application and acquire the supporting documentation
5. Every effort shall made to assist with the applicant's supporting documentation, and give as much notice as possible prior to offering tenancy

APPLICATION RANKING

1. The tenant application will be automatically ranked on their date of application and the total score from the weighted scoring system attached in the Appendix
2. Applicants are encouraged to regularly update their application as their situation changes, and to provide documentation supporting their application within 10 days of a unit being offered, with all such offers being conditional until the application can be confirmed. Any changes to the application documentation may positively or negatively affect the ranking of the application.
3. Prospective tenants will be ranked to offer tenancies calculated by the highest combination of their score and earliest date of application
4. Residents with real residential property will be excluded from applying on the basis that their asset limit is in excess and they have the financial resources to resolve their housing issues where as tenants do not. Real property owners will be referred to resources to explore options to maintain their residents.
5. Applicants will apply for units appropriate to their household size. Applicants will not be over-housed to ensure existing rental stock can be maximized. For example, a one-person household will not be eligible for a two bedroom. Conversely, occupants of any given unit will not be in excess of allowable capacity.

APPLICANT OFFER OF TENANCY

Any applicant who is offered tenancy shall produce, within 10 business days, all supporting documentation required and listed in the Appendix to confirm their continued eligibility. This requirement will be emphasized in the application process. All efforts will be made to refer the applicant to appropriate resources to acquire the documentation they need.

If the supporting documentation is not provided within ten business days, the offer of tenancy will be revoked, and the applicant's information will go back on the ranked waiting list based on the date of their first application.

APPEALS MECHANISM

1. Any applicant who disputes a decision regarding their tenancy will receive a copy of this policy, their application and reasons for the decision within five business days.
2. Any applicant who wishes to appeal their decision may do so within five business days of receiving the details of their decision which will be given to a third party for reconsideration of the decision. The reconsideration decision is final. The applicant may choose to respond in writing. That response will be forwarded to the Board of Directors for consideration in future policy development.

Chair, Board of Directors

APPENDIX A

APPLICANT ELIGIBILITY SCORING FOR TENANT RECRUITMENT FORM

Category	Question	Score	Documentation
Pre-Qualifying	1) Do you own real property?	n/a	Check against tax rolls and MPAC We are unable to provide tenancy to people who live in a property they own. If you are interested in staying in your home, we can help look at your options.
Qualifying Questions			
A. Household Information	Family Information (max six people) (min age 16)	n/a	County address through your ID, Current Driver's License, lease, tenancy agreement, utility bill, agency letter or other paperwork
B. Income Range Max 50	Within the income ranges for each unit size	0 or 50	Combined household proof of income via Notice of Assessments, Income Slips, etc.
C. Housing Status Max 100 out of 100	Unsheltered	100	Agency letter
	Emergency Sheltered	100	Agency letter
	Provisionally Sheltered	90	rent receipt, lease
	Risk of Homelessness	90	rent receipt, lease
	Precariously Housed	90	rent receipt, lease
	Compassionate Relocation	80	Agency letter indicating level of need and benefit of support.
	Recent Resident	60	Documentation establishing a) previous residence and b) current employment
D. Special Population max 75	Survivor: refugee, intimate partner, trafficking	35	Documentation from resident and supporting service providers
	Youth or Senior	10	Current County employer
	LGBT+	5	Letter from Agency
	Person with a disability	10	ID
	BIPOC	5	Self declaration
	Single/Parent	10	"
Total Point		225	Application