

# Directive

## Directive: Revised Lease Agreement

<b>Issue Date:</b>	February 1, 2016	<b>Directive No.:</b>	DIR2016-02
<b>Revision Date:</b>		<b>Replacing:</b>	DIR2007-02

**Applicable Policy:** Lease Agreements HDPOL27

**Type:** Operational

*The policies and procedures in this Directive are to be implemented by Housing Providers/Cooperatives funded by the Municipality under the following programs.*

### Provincial Non-Profit Housing Providers

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Gananoque Family Housing                      | <input checked="" type="checkbox"/> Gananoque Housing Inc.                           |
| <input checked="" type="checkbox"/> Legion Village 96 Seniors Residence           | <input checked="" type="checkbox"/> Twp. of Bastard & South Burgess Housing Corp.    |
| <input checked="" type="checkbox"/> Brockville Municipal Non-Profit Housing Corp. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Pineview |
- 

### Federal Non-Profit Housing Providers

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Athens & District Non-Profit Housing Providers | <input checked="" type="checkbox"/> Marguerita Residence Corp.                           |
| <input checked="" type="checkbox"/> Gananoque Housing Inc.                         | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Rideau Lakes |
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### Federal/Provincial Cooperative Housing

- Shepherds Green Cooperative Homes Inc.
- 

### Affordable Housing Providers

- |  |   |
|--|---|
| <input type="checkbox"/> Elgin Seniors Housing Development | <input type="checkbox"/> 2049515 Ontario Inc. |
| <input type="checkbox"/> Housing Department                |   |
- 

### Housing Providers

- |   |  |
|---|--|
| <input type="checkbox"/> UCLG Social Housing Provider | <input type="checkbox"/> Rent Supplement Program |
|---|--|

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### BACKGROUND

As Service Manager, the United Counties of Leeds and Grenville has developed a standardized Lease Agreement to be completed by non-profit/co-operative housing Administrators and signed by all rent-geared-to-income (RGI) tenants/members.

### PURPOSE

The standardized Lease Agreement has been updated to reflect plain language, arranged to keep "like" items together, and references the *Housing Services Act, 2011*.

### ACTION TO BE TAKEN

Non-profit/Co-operative housing Administrators and Housing Department Staff shall discontinue use of the previous lease agreement and begin using the revised lease agreement for all new tenancies effective subsequent to the release date of this Directive. Existing tenants will not be required to sign new leases. Schedule A is provided as a sample only and may be edited as appropriate by each housing provider to reflect their own rules. Schedule A is subject to change also and changes to Schedule A must be communicated to all tenants. Schedules A, B and C must be attached to the Lease Agreement prior to signing with the tenant(s). Providers who have a smoke-free policy should also attach the Addendum Smoke-Free Units to the Lease Agreement. Tenants must be given a signed copy of the Lease Agreement and the original is maintained on the tenant's file by the Administrator.

An Amendment to Lease Agreement is to be used when there is a change in household composition (i.e. a new tenant/occupant) and non-profit/co-operative providers may also choose to use the Amendment at the time of annual review or lease renewal.

The Surrendering of Rights to Lease form is used when there is a joint tenancy and one tenant moves out of the unit. If arrears are owed at the time of surrendering rights to the lease, the arrears must be reported to the Social Housing Registry.

### REFERENCE

NPP Lease Agreement  
Schedule A Rules  
Schedule B - Reporting Income, Assets and Household Composition  
Schedule C – Occupancy Standards  
Addendum Smoke-Free Units  
Amendment to Lease Agreement  
Surrendering of Rights to Lease

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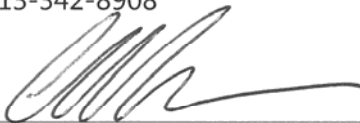
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**C. Morrison, Manager  
Housing Department**



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**Date**