

VICTORIA PARK COMMUNITY HOMES INC.
VICTORIA PARK HAMILTON OFFICE

Waterloo - 39 Paulander

| Unit | Tenant Name | Bed. Size/Type | Utility Adj. | RGI Rent as per Rent Roll | Market H/C | RGI Rent as per SM | Income Type | Income Verification | Comments | Follow Up |
|---------------------|-------------|----------------|--------------|---------------------------|------------|--------------------|--|---|--|---|
| 39 Paulander | | | | | | | | | | |
| | | 2 | M98 | 93 | 889 | 112 | OW/Employ | OW and pay stubs | Rent calculated incorrectly due to Utility adjustment being incorrect. Also rent should be based on 3 bens OW but appears it is not. | Need to correct for both UA and incorrect rent effect 2nd month following |
| | | 2 bed acc | M98 | \$ 644.00 | \$ 889.00 | \$ 644.00 | Pensions | HRDC Pension Stater | Utility adjustment is incorrect. Unclear if this is an accessible unit (landlord provides washer/dryer ?) which may further change the utility adjustment. | Need to correct for UA and correct for 2nd mnth following |
| | | 3 bed/TH | M102 | \$ 85.00 | \$ 956.00 | ?? | OSAP | Only application with estimate of OSAP on file | Need to determine end of term as may need to pursue income. OSAP documenation insufficient. Utility adjustment is incorrect. | Need to correct for UA and follow up on OSAP/Pursuit of income/return to school |
| | | 3 bed/TH | M102 | \$ 85.00 | \$ 956.00 | \$ 523.00 | Ph. D student earnings. Annual stipend | Letter from school indicating receiving \$25,000.57 as annual income. | The \$25,000.51 was excluded but should be included. This is not a loan or grant but earnings | Need to increase rent charge 2nd month following as admin. Error since 2015. |
| | | 3 bed/TH | M110 | \$ 942.00 | \$ 956.00 | \$ 788.00 | Pensions/Em ploy | HRDC Pension statement and pay stubs | Subsidy was removed for Tarik not providing pay stubs in Aug/16. Also utility adjustment needs to be corrected for future | Appears that previous reporting for 2015 and 2016 for Tarik's income would have resulted in an increase in rent prior to removal so potential loss of rent |
| | | 3 bed/TH | M102 | \$ 577.00 | \$ 956.00 | \$ 492.00 | | | An 85.00 minimum rent was added into rent for only part of HH. (Daughter due to OSAP). This should not be in the calc. since minimum rent applies to household as a whole not just part. | Daughter needs to pursue income if OSAP finished. Also need to obtain confirmation of OSAP. Also looks like rent increased by \$100.00 due to Bonnie's income but no retro pursued? |
| | | 3 bed/TH | m102 | \$ 89.00 | \$ 956.00 | \$ 89.00 | OW/OSAP/E mploy | | Appears earned income was reported on OW cheque but no follow up done on employ income. Rent was 3 bens OW but changed in Nov/14 to 2 bens OW as Sodoba started school. | Need all income documentation supplied (OSAP, Employ) even if end up being excluded. No NOD was sent to verify that all docs rec'd and what rent would be |
| | | 3 bed/TH | M102 | \$ 594.00 | \$ 956.00 | \$ 594.00 | Employ | Pay stubs | Changed employment but no ROE requested or supplied from previous employer to verify no longer working. Retro applied correctly due to change in income | Appears that should be annual review done June 2017 but nothing in file. |

RGI FILE REVIEW

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209 Springfield

| Bed. Size/Type | Utility Adj. | RGI Rent as per Rent Roll | Market H/C | RGI Rent as per SM | Income Type | Income Verification | Comments | Follow Up |
|----------------|--------------|---------------------------|------------|--------------------|--------------------|---------------------|--|---|
| 3 M88 | | \$ 111.00 | \$ 988.00 | \$ 111.00 | | | Overhoused HH. Notice of OH sent but states 1 year grace and also dated back to May 1, 2015 although letter dated May 8, 2015. 1 year starts from date notice not from when should have been notified. | Appears that have now followed appropriate OH process but no notice that RGI was reinstated. Need to confirm RGI re-intstated. Utility adjustment is incorrect. Allowances for fridge and stove incorrectly applied. |
| 2 M81 | | \$ 898.00 | \$ 911.00 | \$ 898.00 | Removal of Subsidy | | Subsidy removed Sept/16 for not providing custody docs for daughter (Jasmine). Appears Jasmine has not been part of HH since 2014 | Arrears accrued since Sept/16 but nothing served until June 2017 so arrears now \$7,486.90. Waited 9 months before acted and doesn't appear that this was a result of retroactive change. UA incorrect. Allowance for Fridge and stove incorrectly applied. |
| 3 M88 | | \$ 85.00 | \$ 988.00 | \$ 85.00 | | | question regarding HH composition. Appears daughter (Kiana) had previously been reported moved out in 2014 but then moved back in then other daughter (Latisha) now being referred to as Latisha Kiana?? Are these two separate children or one? | Need to confirm household composition to verify who is in household. Is it 4 children or 3? UA incorrect. Allowance for fridge and stove incorrectly applied. |

Halton

| Unit | Tenant Name | Bed. Size/Type | Utility Adj. | RGI Rent as per Rent Roll | Market H/C | per Annual Review | Income Type | Income Verification | Comments | Follow Up |
|---|-------------|----------------|--------------|---------------------------|------------|-------------------|-------------|---------------------|--|-----------|
| Victoria Village | | | | | | | | | | |
| All victoria village files - incorrect utility adjustment s/b M75 | | | | | | | | | | |
| | | 3 M79 | | | | \$ 242.00 | ODSP | | incorrect notice period; no income tax submissions | |
| | | 3 M79 | | | | | | | Burlington - just a reminder that tenants housed in Halton must come from the HATCH wait list. Only transfers within Halton can be done between Victoria Village and Rotary Square | |

RGI FILE REVIEW

| Unit | Tenant Name | Bed. Size/Type | Utility Adj. | RGI Rent as per Rent Roll | Market H/C | RGI Rent as per Annual Review | Income Type | Income Verification | Comments | Follow Up |
|--------|-------------|----------------|--------------|---------------------------|------------|-------------------------------|-----------------------|---|--|-----------|
| | | 3 | M79 | | | \$ 298.00 | Employment ; support | Paystubs; affidavit for support | Child support declaration done in 2014 - no documentation in file that it was forwarded to FSW; Release and consent not signed; 2017 annual review outstanding; income tax summary only | |
| Rotary | | 3 | M79 | | | \$ 190.00 | OW | OW letter | eligibility not confirmed when housed - no proof of status in Canada or verification household is not on provincial arrears database; lease agreement not dated by Vic park staff on signature page; Release and consent not witnessed; no income tax submissions | |
| | | 3 | | | | \$ 1,282.00 | | | Market rent household housed when Victoria Village is under target for RGI units | |
| | | 3 | | | | \$ 358.00 | ODSP (2) and ODSP (1) | | incorrect notice period; no child support declaration/FSW referral on file; no income tax; release and consent not witnessed | |
| | | 2 | | | | | | | eligibility not confirmed when housed - no proof of status in Canada or verification household is not on provincial arrears database; release and consent not witnessed; no income tax submissions | |
| | | 2 | | | | \$ 85.00 | none confirmed | none | Release and consent not witnessed; Dielson on annual forms - not on lease - arrived in June, 2016; no status in Canada for Dielson and Dorcas; no proof of income/OSAP for Laure - only proof in school; no income tax submissions; no documentation on file re: child support/ referral to FSW | |
| | | 2 | | | | \$ 826.00 | | | eligibility not confirmed when housed - no proof of status in Canada or verification household is not on provincial arrears database; lease not dated by vic park staff on signature page; no documentation on file re: child support/referral to FSW; incorrect notice period; no income tax; rent reduced to \$177 as of March 1, 2017 based on February pay stub - email from employer on file tenant off Feb2/3 and 6-9 due to wsib injury - no information on file re: WSIB | |
| | | 2 | | | | \$ 234.00 | OW/employment | Ow letter & paystubs, below threshold - OW scale used | no income tax; no documentation on file re: child support/referral to FSW; incorrect notice period | |