

### Insitu Eligibility Checklist

To receive RGI subsidy in current market rent unit, the eligibility criteria below must be met:

<b>Housing Provider Procedures</b>	
<input type="checkbox"/>	1. Household must be currently living in a community market rent unit in Peel.
<input type="checkbox"/>	2. Household meets the Region of Peel’s current <a href="#">Occupancy Standards</a> under O. Reg. 367/11, s. 42. <b>Important:</b> <i>Over-housed tenants are not eligible to apply for the Insitu Priority.</i>
<input type="checkbox"/>	3. Household must <b>not</b> have prior subsidy violations or subsidy loss due to non-compliance.
<input type="checkbox"/>	4. Household is in arrears of rent –a repayment agreement must be in place and the household is adhering to the terms.
<input type="checkbox"/>	5. Household has lived with the current housing provider for at least 24 months prior to the loss of income.
<input type="checkbox"/>	6. Household has had a recent significant, and unexpected change in circumstances that has led to the application for RGI that is likely to be permanent in nature and this change has resulted in monthly shelter costs that are more than 50% of gross household income.
<input type="checkbox"/>	7. Ensure that the household applying for Insitu understands the eligibility criteria.
<input type="checkbox"/>	8. Complete an income and assets verification review, along with the RGI calculation.
<input type="checkbox"/>	9. Review RGI target to confirm that a unit can be offered.
<input type="checkbox"/>	10. Submit the request via email with supporting documents to your housing specialist via email for approval.
<input type="checkbox"/>	11. If the request is approved, complete the rent calculation and send Notice of Decision to household. If denied, send the Notice of Decision to the household.
<input type="checkbox"/>	12. Send a copy of the Notice of Decision to your housing specialist.
<b>Housing Specialist Procedures</b>	
<input type="checkbox"/>	13. Review the request submitted by the housing and approve/deny based on criteria.
<input type="checkbox"/>	14. Confirm that household does not have previous arrears reported via the provincial arrears database.
<input type="checkbox"/>	15. Review the housing provider’s RGI subsidy target level and vacancies.
<input type="checkbox"/>	16. Advise the housing provider of the decision to approve or deny the application If it is approved, the housing specialist will advise the housing provider to calculate the new RGI rent to be effective the first day of the month following the approval.