

Eviction Policy Template

(For Social Housing Providers)

POLICY NAME	Eviction Prevention Policy
POLICY NUMBER	[Identifying Number]
DATE	[Date Developed]
DATE REVIEWED OR REVISED	[Most Current Date Revised or Reviewed]
REFERENCES	<p>[Identify any documents that have been referenced including housing provider or service manager policies or guidelines, legislation, or standards]</p> <p><i>Ontario Human Rights Code, 1990</i> <i>Residential Tenancies Act, 2006</i> <i>Housing Services Act, 2011</i></p>

POLICY STATEMENT

Recognizing its role in providing safe, secure, affordable housing to the community as well as its responsibilities under the *Ontario Human Rights Code*, the *Residential Tenancies Act, 2006* and the *Housing Services Act, 2011* **[insert Housing Provider name]** will proactively work with its tenants to, where possible, prevent their eviction.

[Insert Housing Provider Name] also recognizes the roles that tenants must play in preventing eviction and will invite and encourage their participation in the eviction prevention process.

PURPOSE AND SCOPE

PURPOSE:

The purpose of this policy is to help staff to work with tenants to retain their tenancies. This approach will help to identify strategies which will meet the needs of both the tenant(s), community members and the non-profit and may identify instances where accommodation is required.

SCOPE:

This policy focuses on situations where tenants are at risk of losing their tenancy due to s or conduct which is believed to contravene the lease agreement and the Residential Tenancies Act, 2006. The service co-ordination approach outlined in the procedures will be implemented in cases where there is no threat to the safety of staff, tenants, or members of the community, or at the discretion of **[Insert Housing Provider name]**.

DEFINITIONS AND CLARIFICATION

- Insert definitions of terms used in the Eviction Prevention Policy.

PROCEDURE

1.0 TENANT RESPONSIBILITIES

- Insert a list of tenant responsibilities according to their obligations under their signed lease with the non-profit. These obligations are consistent with the *Residential Tenancies Act, 2006*, the *Housing Services Act, 2011*, and the *Ontario Human Rights Code, 1990*, and their Regulations (e.g. paying full rent on or before the first day of the month, reporting changes, etc.)

2.0 NON-PROFIT & CO-OP RESPONSIBILITIES

- Insert a list of the co-op or non-profit housing provider's responsibilities (e.g. giving tenants clear, complete, timely, and accurate information about their subsidy and rent, etc.)

3.0 EVICTION PREVENTION - ARREARS

- The non-profit will ensure that all Notices of Termination and Applications with regards to non-profit of rent are served and filed in a timely manner.
- Insert information about how and when tenants will be notified of arrears.
- Insert information about specific eviction prevention tools staff will use.

4.0 EVICTION PREVENTION - CONDUCT/DAMAGE

- Insert information about how the housing provider will work with tenants whose tenancy has been jeopardized by their conduct of the conduct of their occupants, guests or visitors (e.g. serving an N5 Notice to Terminate a Tenancy Early or negotiation of a *Behavioural Contract*).

5.0 RESOURCES AND SERVICES

- Insert any information about available services in the community to help prevent evictions and preserve tenancies.