



Durham Community Housing Directives

Housing Services Division | Financial Housing Services
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Subject:	Regional Consent Form
Directive Number:	RGI 2020-13
Date:	June 15, 2020

Purpose

To provide an overview of the standard Regional Consent form to be used by community housing providers, Durham Access to Social Housing (DASH), and Regional staff in the administration of rent-geared-to-income (RGI) and modified housing.

Background

In August 2002, the Region of Durham introduced a standard Regional Consent form to standardize the collection, use and disclosure of personal information for the administration of rent-geared-to-income (RGI) and modified housing. The standard form ensures compliance with the Housing Services Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Regional Consent form is called [Consent to Disclosure of Information and Documents](#) and is available on the Resources for Community Housing Providers section on the Region of Durham's website.

The form has been updated and housing providers, Durham Access to Social Housing (DASH) and Regional staff are required to use this new version.

Purpose of the Regional Consent Form

The Regional Consent form is used to request verification from or share information with third parties regarding RGI or modified housing eligibility of an applicant, tenant or co-op member. DASH and housing providers may also use this form to request information from Ontario Works or ODSP staff.

The Regional Consent form can only be used for the purpose of determining or confirming eligibility for RGI or modified housing, including placement on the DASH wait list. The party from whom information is requested or to whom information is disclosed, as well as the type of information that is being shared, must be relevant to RGI or modified housing eligibility.

Information shared with a third party is normally limited to a person's name and other identifying information that may be required to collect specific information from the third party. Housing providers, DASH and Regional staff will not normally have cause to share details of a person's RGI or modified housing eligibility with other parties (e.g. income, assets).

Use of the Regional Consent Form

Normally, housing providers, DASH and Regional staff request information directly from the RGI applicant, tenant or co-op member. The Regional Consent form should be used to collect information from a third party in limited circumstances (e.g. at the request of the household, after unsuccessful attempts have been made to request information directly).

When the Regional Consent form is used to collect information or documentation from a third party it should be done with the full knowledge and agreement of the RGI applicant, tenant or co-op member. Housing providers, DASH and Regional staff will ensure that the RGI applicant, tenant or co-op member is aware of the request for information and in agreement with it. Where the RGI applicant, tenant or co-op member explicitly prohibits the sharing of information with a third party, the housing provider or DASH should contact the Housing Services Division for direction.

Completing the Regional Consent Form

The Regional Consent form is to be used by all housing providers and Durham Access to Social Housing (DASH) and Regional staff for the administration of RGI and modified housing, including placement on the DASH wait list.

The Regional Consent form is completed at the time of application by DASH, and at the time of offer and at each annual update of eligibility by the housing provider. It must be signed by:

- the primary applicant, tenant or co-op member
- their spouse, if applicable
- all dependants over the age of 18 years who are not full-time students, if applicable

If the household consists of more than one family unit or benefit unit, a separate consent is required for each. For example, if two unrelated single women share a two-bedroom unit, a separate consent is required for each person.

Housing providers should ensure that they include the legal name of their corporation in sections 1 and 3 of the Regional Consent form.

Effective Date

This directive comes into effect on July 1, 2020.

Repealed Rules Date

This directive replaces Directive 2008-02 Revised Regional Consent Form.

Legislative Authority

Housing Services Act, s. 44, 50, 52