TORONTO COMMUNITY HOUSING CORPORATION

INSTRUCTIONS FOR GUARANTORS FOR MARKET APPLICANTS

Toronto Community Housing

Applicants who do not qualify for a market unit, may qualify by providing a guarantor. If the applicant is attempting to qualify by providing a guarantor, a complete guarantor form must accompany the applicant form. The application will be returned to the applicant as incomplete if the information noted below in bold is not provided on the guarantor form or the required documents are not provided.

Guarantors must be legal residents of Ontario and keep the Toronto Community Housing Corporation informed of their current address and phone number.

Please fill in all of the guarantor form, except for the address, the rent of the Toronto Community Housing Corporation unit and the notarization section at the end of the form. When the applicant accepts a unit with the Toronto Community Housing Corporation, the address and the rent will be filled in and the guarantor will be required to get the form notarized by a Commissioner of Oaths, a Notary Public, a Solicitor, or Justice of the Peace. The Notarized form must be provided at the same time as the last month's rent (LMR) deposit.

The guarantor must provide income verification along with the application. The income verification requirements are the same as those noted on the Application for Market Rent Accommodation.

The guarantor must provide verification along with the application. Housing costs are the rent or mortgage payments, plus taxes. Rent verification must indicate whether the utilities are included or not.

The guarantor's housing costs, plus the rent of the prospective Toronto Community Housing Corporation unit must be less than 35% of the guarantor's income.

The guarantor must indicate on the form whether they have sought independent legal advice.

If adults will be sharing a unit and a guarantor is required, each adult without a rental history of paying the full market rent will require a guarantor. Adults with a rental history must still have the same income as they had during the qualifying rental history period.

The Toronto Community Housing Corporation may do a rent check and/or credit check of the guarantor. If either is unsatisfactory, the Toronto Community Housing Corporation may not accept the guarantor.

The guarantee remains in force for the life of the tenancy or until revoked by mutual agreement of the guarantor, the tenant and the Toronto Community Housing Corporation.

GUARANTEE

Toronto Community Housing

To: Toronto Community Housing Corporation

Subject: Toronto Community Housing Corporation lease to: _____

(The Tenant) of a _____bedroom unit at a maximum current rent of $_____per month.

Address: Apt. _____at_____

For good and valuable consideration including Toronto Community Housing Corporation entering into the lease referred to above (the receipt and sufficiency of which is acknowledged by me), I agree with the Toronto Community Housing Corporation and make representation and acknowledgements to the Toronto Community Housing Corporation as follows:

1. I guarantee to pay the Toronto Community Housing Corporation all amounts which shall become due and payable from time to time by the Tenant to you arising out of or related to the above lease or any extension or replacement of the lease within 15 days of a written notice/demand.

2. I acknowledge and agree that as of the date of this Guarantee, the address of the building and the apartment being leased by the Tenant are not known and have therefore not been inserted above next to the heading ”Address:”. Notwithstanding that fact, I acknowledge and agree that this Guarantee is valid and enforceable and I hereby irrevocably authorize and direct the Toronto Community Housing Corporation to act as my attorney and insert the missing information next to the heading “Address:” as soon as this information is available and to provide me with a copy upon the consent of the Tenant.

3. The Guarantee shall continue to apply even if there is an increase in the current rent of $_____ per month which the Tenant shall be required to pay because Toronto Community Housing Corporation has raised the rent. Toronto Community Housing Corporation will provide me with a copy of the notice of increase upon the consent of the Tenant.

4. This guarantee shall continue to apply even if the Toronto Community Housing Corporation should give the Tenant an extension to pay rent arrears.

5. The Toronto Community Housing Corporation shall not be required to start or to complete any legal proceedings against the Tenant to recover rent arrears or any other amounts in order to be entitled to payment by me.

6. I understand that legal proceedings, including small claims court action, may be initiated against me in order to collect any payments due under this Guarantee.

7. (a) My home address is: _____.

   (b) My home telephone number is: _____.

   (c) My driver’s license number is: _____.

   (d) My employer’s name is: _____.

   (e) My employer’s address is: _____.

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8. My yearly gross income is: $_____ Social Insurance Number (*optional): _____.

9. My monthly rent or mortgage payment is $_____ Date of Birth: _____.

10. I am capable of meeting the obligations which I am undertaking in this Guarantee and all my other current financial obligations.

11. I hereby authorize the Toronto Community Housing Corporation to conduct a credit bureau search of me in order to verify the information contained in this Guarantee.

12. I understand that the use of my Social Insurance Number is for identification purposes only.

13. I am the _____ of the Tenant.

14. I hereby undertake to provide the Toronto Community Housing Corporation with the following in a timely fashion:
    (a) my future home address if I should move
    (a) my future home telephone number if I should move: and
    (b) the name and address of any future employer(s) if I should change my place of work.

15. I am fully aware that this Guarantee provides no direct benefit to me and it exposes me to personal risk.

16. I am at least eighteen (18) years of age.

17. I acknowledge that I have been given a copy of the Toronto Community Housing’s lease form to read, that I have read it and that I understand it.

Toronto Community Housing

Cross out either 18 (a) or (b)

18 (a) I acknowledge that I have been advised by the Toronto Community Housing Corporation to seek independent legal advice before signing this Guarantee. However, I fully understand the consequences of this document and, notwithstanding the Toronto Community Housing Corporation's advice; I have chosen not to seek independent legal advice. I acknowledge and agree that by signing this document, I consent to it constituting a waiver of independent legal advice.

(b) I have obtained independent legal advice. Attached to this Guarantee is the certificate of independent legal advice which I have obtained with respect to this Guarantee.

Dated at Toronto this _____ day of _____ 20_____.

Witness

_____ _____

Name: Name:

Personal information completed on this form, and obtained in order to verify the information on this form, is collected under the authority of the Articles of Incorporation of the Toronto Community Housing Corporation, which was incorporated under the Ontario Business Corporations. This information is used to determine your eligibility and suitability in order to qualify as a Guarantor for the social housing applied for by an applicant. For information concerning and use of this information, please contact the manager of Program Services, 931 Yonge Street, Third Floor, Toronto, Ontario M4W 2H2. Telephone number: (416) 981-7368.

IN THE MATTER OF _____ (The Tenant)

And in the matter of the Toronto Community Housing Corporation

AFFIDAVIT OF THE GUARANTOR

I, _____, OF THE City of _____, in the

Municipality of _____, MAKE OATH AND SAY AS FOLLOWS:

1. **I am the _____of _____ applicant for a Toronto Community Housing Corporation unit.**

2. **The facts contained in paragraphs 7, 8, 9, 10, 13, 14, and 15 of the Guarantee are true.**

3. **I make this affidavit for the purpose of enabling the Toronto Community Housing Corporation to facilitate the Tenant's request for housing and for no other or improper purpose.**

SWORN BEFORE ME at the City)
of Toronto, in the Province of Ontario)
this day of 20_____)
)
)
)
_____)
A Commissioner, etc.

_____
Guarantor: