

# Addition To Household Composition Directive – General Terms & Conditions



Toronto  
Community  
Housing

This directive applies to all Rent-Geared-to-Income (RGI) and Market Rent households.  
For more information, refer to the Addition To Household Composition Directive.

## **RGI Households**

Requests must:

- Be submitted to Toronto Community Housing within 30 days of household composition change
- Not be used to assist an individual to bypass the centralized waiting list or to assign the tenancy to another family

### RGI Households - Limitations

Toronto Community Housing may decline to add an individual to a RGI household if:

- Person(s) to be added does not meet basic eligibility criteria per social housing legislation
- Addition(s) to the household would result in non-compliance with Occupancy Standards, Toronto Municipal Code Property Standard<sup>1</sup>
- Existing household has an outstanding balance, does not have a repayment agreement and/or is not up to date with repayments
- Person(s) to be added was evicted from Toronto Community Housing for non-arrears issue in the last 2 years

### RGI Households - Approved

- A new lease agreement must be signed by all household members who are 16 or older
- The rent will be recalculated based on the new total household income
- The new member(s) will be deemed adequately housed and will be removed from the centralized waiting list where applicable, with the exception of new member(s) added to a rooming house household

### RGI Households - Denied

- Household may appeal to the Operating Unit Manager in writing
- If person(s) to be added is not eligible for RGI subsidy, but household continues to allow the person(s) to live in the unit, the household will lose their RGI subsidy

## **Market Rent Households**

Requests must be submitted to Toronto Community Housing if a market tenant wishes a guest(s) to apply for tenancy rights to the unit.

### Market Rent Households - Limitations

Toronto Community Housing may decline to add an individual to a Market Rent household if:

- Person(s) to be added has no legal status in Canada
- Addition(s) to the household would result in non-compliance with Occupancy Standards, Toronto Municipal Code Property Standard
- Person(s) to be added has an outstanding balance from a current or former tenancy with Toronto Community Housing
- Person(s) to be added was evicted from Toronto Community Housing for non-arrears issue in the last 2 years

Toronto Community Housing will add an individual to a Market Rent household as an Occupant only if:

- The original household has an outstanding balance
- There is an active legal process against the original household for arrears or non-arrears issue

### Market Rent Households - Approved

#### **To add new member(s) as a Tenant (leaseholder):**

- New lease agreement must be signed by all household members

#### **To add new member(s) as an Occupant only:**

- New lease agreement is not required
- Occupant(s) shall have limited legal rights and responsibilities to the unit
- Original Tenant(s) continues to be solely responsible for the rent and assumes all legal rights and responsibilities of the unit, and is also responsible for Occupant(s)' actions on the leased premises
- Occupant(s) can live in the unit with the permission of Toronto Community Housing and the original tenant(s), but do not have any right to remain in the unit after the original tenant(s) moves out

### Market Rent Households - Denied

- The household may appeal to the Operating Unit Manager in writing
- If person(s) to be added continues to live with household, the person(s) shall be considered as a guest(s) only

<sup>1</sup> CHAPTER 629-25, Occupancy Standards, Toronto Municipal Code Property Standard:

"The maximum number of persons living in a habitable room shall not exceed one person for each nine square metres (96.8 sq. ft.) of habitable room floor area."  
"The minimum floor area of a room used by two or more persons for sleeping shall be four square metres (43 sq. ft.) for each person so using the room."

[http://www.toronto.ca/legdocs/municode/1184\\_629.pdf](http://www.toronto.ca/legdocs/municode/1184_629.pdf)