

## Request for an Additional Bedroom: custody or access rights for a child

Name of leaseholder:	
Tenant's Address:	
Tenant's TCH client account #:	
Tenant's phone number:	

### Important information regarding the criteria for an additional bedroom

The City of Toronto has established Local Occupancy Standards for rent-geared-to-income housing. These Standards permit a household to qualify for an extra bedroom in cases involving custody or access rights for a child if:

1. A member of the household has shared custody or access rights with respect to a child who is not a member of the household and;
  - a) The household member is either a parent or legal guardian of the child; and
  - b) The household member is subject to a Court Order or a domestic contract that is valid under the *Family Law Act* and that is in writing and signed by both parties and witnessed; and
  - c) The Court Order or domestic contract states that the household member is required or permitted to provide overnight accommodation for the child, at least 78 nights per year and the bedroom is required to provide adequate accommodation for the child.

The personal information disclosed on this form will be used only for the purpose of evaluating the household's eligibility for an additional bedroom. This personal information may also be disclosed to the City of Toronto Social Housing Unit, solely for the purpose of evaluating compliance with the Local Occupancy Standards. The use and disclosure by Toronto Community Housing Corporation of the personal information in this report will be subject to the *Housing Services Act, 2011*, and, in the case of the City of Toronto, the *Municipal Freedom of Information and Protection of Privacy Act*.

## Request for an additional bedroom

**This section must be completed by the parent or guardian of the child that the additional bedroom is being requested for.**

1. Name of the child: \_\_\_\_\_
2. Date of birth (mm/dd/yy): \_\_\_\_\_
3. Gender of the child:  Female  Male
4. Is overnight accommodation a requirement in the shared custody or access rights for the child?  Yes  No
  - a. If yes, please provide the following documentation with your application.
    - I. Court Order or domestic contract that is valid under the *Family Law Act* and that is signed by both parties and witnessed.
    - II. The Court Order or domestic contract also has to state that the household member is required to provide overnight accommodation for the child, atleast 78 nights per year and that the bedroom is required to provide adequate accommodation for the child.

**These documents are a requirement set in place by the City of Toronto. Any application that does not have the above documentation will not be reviewed and will be sent back to the household.**

**Once a child turns 18 the shared custody or access rights will no longer apply because the child will be a legal adult. In order to keep the additional bedroom, the child must decide whether this address will be their permanent address. If they choose to move into the unit, you are required to report the change in your household composition to your Operating Unit office within 30 calendar days.**

Signature of Parent or Guardian	
Name of parent /guardian:	
Signature of parent /guardian:	
Date (mm/dd/yyyy):	

*The personal information on this form is collected under the authority of the Housing Services Act, 2011 and will be used only for the purposes of determining an applicant's eligibility for an additional bedroom and related tenancy purposes.*

*If you have any questions about the collection of this information, please contact: Toronto Community Housing's Legal Services at 931 Yonge Street, Toronto, ON. M4W 2H2, or 416-981-5500.*