

Schedule A
Subsidy Agreement
 (Addendum to Tenancy Agreement)



Tenancy Reference	«Tenancy Reference #»	Payment Reference	<<Rent Payment Reference #>>
Review Reference	«assessment date»	Anniversary Date	[[Enter 1 st of the month in which the revenue account started: MMMM DD, YYYY]]

<<signor>>	, the Tenant
<<signor>>	, the Tenant
<<signor>>	, the Tenant
<<signor>>	, the Tenant

Name of tenant(s)

Manitoba Housing provides a rent subsidy for the eligible household for the rental unit at:

«unitaddress_new», «unitcity_desc», «unitprov_desc», «unitpostalcode»
 Address

Rent

1. The **MHRC Market Rent** is the value of the unit when unsubsidized. The MHRC Market Rent for the catchment area is reviewed and may be adjusted annually.
2. The program **Rent Subsidy** is the program benefit calculated as the difference between the stated **MHRC Market Rent** and the **Program Base Rent**; this benefit is supported by public funds.
3. **Total Monthly Payable** includes all additional fees, as applicable.
4. The tenant agrees to pay the **Total Monthly Payable** by the 1st day of every month.
5. Tenants must immediately inform the landlord of changes which would result in a change to their level of rent subsidy. This may include but is not limited to a change in income or change in household composition.
6. Tenants must provide complete documentation to support the process of setting the amount of approved rent subsidy. If documentation is not provided it will result in removal of rent Subsidy.
7. When rent Subsidy is removed, the tenant shall pay MHRC Market Rent, plus any applicable fees.
8. Manitoba Housing shall not increase the MHRC Market Rent for a rental unit without giving the tenant a written notice of the intended rent increase at least three months before the effective date of the increase.

Responsibilities and Obligations:

Violations of the following policies will result in removal of rent subsidy:

- Guest
- House Rules Agreement
- Long Term Absence
- Outstanding Balance at End of Tenancy
- Over or Under Housed
- Providing False Information
- Subsidy Agreement

As per section 103 of The Residential Tenancies Act, when a tenant ceases to be eligible for the particular rental unit he or she occupies in subsidized housing, the landlord may terminate the tenancy.

Manitoba Housing will make every reasonable effort to make available a rental unit for which the tenant is eligible in the vicinity of the rental unit that the tenant occupies.

To remain eligible for subsidized housing a tenant must have a total adjusted household income at or below the Program Income Limits established by Manitoba Housing. See the *Program Income Limits Policy* or visit our website for information on our programs.

<http://www.gov.mb.ca/housing/progs/pil.html>

MHRC Market Rent

[[Market Rate]]

Program Eligibility (SHRP / AHRP)

<<SHRP or AHRP>>

Rent Subsidy

=sum(MHRC Market Rent - Program base rent

Program rental rate

<<Program rental rate>>
{(SHRP (RGI, EIA, shelter component, or combination of RGI/EIA/shelter component), AHRP warm rate, or AHRP cold rate)}

(minus) Utility credit

<<Utility credit>>
(heat credit - applies only in SHRP when RGI is being applied and it is a cold unit)

Program Base Rent *

=sum(program rental rate - utility credit)

***must not be less than the minimum rental rate, or more than the maximum rental rate**

Fees:

(plus) Services & facilities (i.e. laundry charges)

\$<<Services & Facilities>>
(applies in all cases where there is a washer or dryer in the unit)

(plus) Utility charge

\$<<Utility Charge>>
(domestic consumable electricity e.g. lights, applies in all cases, except EIA only household)

(plus) Parking charge

\$<<Parking Charge>>
(applies where there's a request for an assigned parking space & electricity is not tied to the unit)

(plus) Tenant service package

\$<<Tenant Service Package>>

Total Monthly Payable

=sum(Program base rent + all fees)

Pro-rated amount for month of [[What month is being pro-rated?]]

<<\$Pro-rated Amount>>

Effective on:	<<Subsidy Review Start Date: MM/DD/YYYY>>	Ending on:	<<Subsidy Review End Date: MM/DD/YYYY>>
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Removal of Rent Subsidy:

I understand that any violation of this agreement may result in the rent subsidy being temporary or permanently removed and I will be required to pay the MHRC Market Rent plus any additional fees.

I understand that I must update my information annually. A Subsidy Notice or Rent Notice will be provided annually stating the new total monthly payable.

_____	<<signor>>	_____
Date	Print name of Tenant	Signature of Tenant
_____	<<signor>>	_____
Date	Print name of Tenant	Signature of Tenant
_____	<<signor>>	_____
Date	Print name of Tenant	Signature of Tenant
_____	<<signor>>	_____
Date	Print name of Tenant	Signature of Tenant