

STEINBACH HOUSING – Policy Manual

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Admission/Selection of Tenants

Policy:

Steinbach Housing recognizes that the admission/selection process for Linden Place Rent Geared to Income (RGIs) Apartments and Fernwood Place Market/Rent Geared to Income (RGIs) should be consistent for all prospective tenants within the context of Steinbach Housing values.

Procedure:

Fernwood Place Market Rentals

1. Prospective tenants will fully complete an application form including the date of application and apartment preference.
2. All applications will be retained by the Administration Office.
3. Tenants will be notified of an available apartment based on Steinbach Housing date of application (most dated first), and apartment preference.
4. A site visit by the prospective tenant to the vacant apartment will be encouraged.
5. Applicants will be given only one (1) opportunity to refuse admission. If the vacant apartment is not taken on second opportunity, the application will be considered null and void.
6. Once contacted by the Administration Office, prospective tenants to Market apartments must respond of their decision by telephone, in-person, or written form to the Administration Office within five (5) business days.
7. All applicants will be required to disclose level of support required to perform daily functions prior to offer of occupancy. Management has the right to refuse tenant admission if an applicant requires medical services, such as homecare, beyond those offered at the Fernwood Place.
8. Potential new tenants that decline moving into an apartment because there is not parking available will not be penalized as a first refusal.

Fernwood Place/Linden Place Rent Geared to Income

9. Prospective tenants will fully complete the Rent Geared to Income application form including the date of application.
10. All applications will be retained by the Administration Office.

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11. Tenants will be notified of an available apartment based on the Manitoba Housing & Renewal Corporation (MHRC) point rating system and qualify for housing under the current housing income limits (HIL's). The point rating system does allow Administration to identify special considerations. Although Steinbach Housing makes a final decision of the selection/admission to the vacant Fernwood/Linden Place suite, the application is subject to MHRC review.
12. A site visit by the prospective tenant to the vacant apartment will be encouraged.
13. Applicants will be given only one (1) opportunity to refuse admission. If the vacant apartment is not taken on second opportunity, the application will be considered null and void.
14. Once contacted by the Administration Office, prospective tenants to RGI apartments must respond of their decision by telephone, in-person, or written form to the Housing Office within five (5) business days.
15. All applicants will be required to disclose level of support required to perform daily functions prior to offer of occupancy. Management has the right to refuse tenant admission if an applicant requires medical services, such as homecare, beyond those offered at the Fernwood/Linden Place.