



**Referral Form  
Local Priority – Graduates of  
Supportive Housing  
for Rent Geared to Income Housing**



**Please complete the following checklist and append it to the Application for Rent Geared to Income Housing.**

**The date you, as a provider, confirm eligibility for this Local Priority is the date that will be accorded to your tenant.**

**All required documentation (completed checklist, completed application, proof of Canadian residency and proof of income) must be forwarded in order to process the request.**

Applicant(s) Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Supportive Housing Provider: \_\_\_\_\_

Completed RGI application attached?  Yes  No

Proof of Canadian residency attached?  Yes  No

Proof of Income attached?  Yes  No

The tenant has expressed an interest in moving into non-supportive RGI Housing, either initiated by the tenant or by the support agency?  Yes  No

To the best of our assessment the tenant is able to live independently at the time of referral.  
 Yes  No (Please reference the Definition of “Readiness” attached)

The tenant is in good standing with the current supportive housing provider?  Yes  No

Date form completed: \_\_\_\_\_

Supportive Housing Provider: \_\_\_\_\_

\_\_\_\_\_  
Staff Name and Title

\_\_\_\_\_  
Supervisor’s Name and Title

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Supervisor’s Signature

This form is for use with Service Manager Directive 20-03, effective as of January 1, 2020.

## Definition of 'Ready'

In determining 'readiness' to move from a supportive housing provider to non-supportive social housing a number of factors must be considered by the supportive housing provider prior to referring the tenant for the local priority.

These factors must include, but are not limited to, the following:

- ❑ The tenant has clearly identified an interest in moving into permanent non-supportive RGI housing. Either the tenant or the supportive housing provider can initiate the discussion.
- ❑ The tenant has the financial means and ability to pay rent.
- ❑ The tenant either currently does not need any supports to move on and maintain housing, or if some supports are required to assist the tenant in maintaining housing, the tenant will be accessing "portable supports" arranged by the time the tenant is housed.
- ❑ The tenant either currently has the life skills to maintain a home, or the tenant will be accessing "portable supports" arranged by the time the tenant is housed, in order to maintain housing.
- ❑ The tenant must be able to meet all the requirements on the referral form *Local Priority – Graduates of Supportive Housing for Rent Geared to Income Housing*.