



Request for an Additional Bedroom Form Joint Custody / Access of a Child



Name: _____

Date of Birth: _____

File Number: _____

Address: _____

Information for Applicants

You have indicated on your Rent-Geared-to-Income (RGI) application form that you wish to apply for an **additional bedroom** above the number of bedrooms your household qualifies for under the local occupancy standards. A request for an additional bedroom must include the following;

- This form, "Request for an Additional Bedroom" to be completed by the applicant

AND the relevant documentation:

- Verification in the form of a court order or notarized agreement

In order to avoid any delays in processing your request for an additional bedroom, please ensure that all sections of the form are completed. All information disclosed to The Registry will remain confidential.

Please return the form by mail to: The Registry
240 Catherine Street, Suite 110
Ottawa, Ontario K2P 2G8

Instructions

The City of Ottawa has established Local Occupancy Standards for Rent-Geared-to-Income (RGI) assistance. This form is required for households who wish to request an additional bedroom for joint custody / access to a child.

An additional bedroom may be accorded if:

A member of the household has a formal agreement for:

- joint custody of a child who is not a full-time member of the household; or
- visiting rights that includes frequent overnight access to a child who is not a full-time member of the household.

and the dependent child will reside with the household at least 50% of the time and the bedroom is required to accommodate the child.

This form must be completed by the parent or guardian of the child that the additional bedroom is being requested for. Please note that the child must meet basic requirements for RGI assistance.

Occupancy Standards are reviewed on an annual basis, therefore households may be asked to provide new information to verify that they still qualify for the extra bedroom.

This section must be completed by the parent or guardian requesting an additional bedroom for the child/children		
Number of bedrooms I/we are applying for?		
Child	Name of the Child	Date of Birth
Child #1		
Child #2		
Child #3		
Child #4		
Child #5		
Child #6		
	I have joint custody of a child who is not a full-time member of my household. <i>The child must live in the RGI unit at least 50% of the time.</i>	
	I have visiting rights, which includes frequent overnight access, to a child who is not a full-time member of my household. <i>The child must reside with you at least 50% of the time and the bedroom is required to accommodate the child.</i>	
I have attached one of the following documents:		
	Court Order that is valid under the Family Law Act.	
	Notarized written agreement that details the child resides with the household at least 50% of the time.	
Once a child turns 18 the shared custody or access rights will no longer apply because the child will be a legal adult. The child must decide if they will reside with you permanently.		

Signature of Parent or Guardian	
Name of parent / guardian (please print)	
Signature of parent / guardian	
Date	

Personal information contained on this form is collected under the authority of Ontario's *Housing Services Act, 2011* sections 57(6), 169(1) and (2), 170(1) (2), 171(1), (3) and (6) *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, C.M.56) and the *Federal Personal Information Protection and Electronic Documents Act* (S.C. 2000, c.5)