

PLRS What you Need to Know

Customers who live in the Private Landlord Rent Supplement (PLRS) program are called “recipients”. Civida is not the landlord in this program.

Civida administers Private Landlord Rent Supplements in these communities:

- Barrhead
- Bon Accord
- Clyde
- Duffied
- Edmonton
- Fort Assiniboine
- Fort Saskatchewan
- Gibbons
- Holden
- Innisfree
- Josephsburg
- Legal
- Mannville
- Morinville
- Newbrook
- Radway
- Redwater
- Ryley
- Sherwood Park
- Smokey Lake
- Spedden
- Spruce Grove
- St. Albert
- Stony Plain
- Thorhild
- Tofield
- Vegreville
- Vilna
- Waskanteau
- Westlock

There may not be a PLRS unit in all of the above communities.

How are applicants placed in PLRS units?

Civida will offer PLRS units to applicants with the highest point score and appropriate household size in the

community they are applying for when PLRS units are available.

PLRS recipients must also be approved by the landlord and may have to complete an additional approval process.

Both the prospective PLRS recipient and the landlord must agree on the placement. If they agree, the landlord and the recipient will sign a residential tenancy agreement together and the residential tenancy agreement must include the PLRS addendum to the tenancy agreement.

PLRS recipients must make arrangements with the landlord to pay the security deposit to the landlord before their move in date.

Civida will calculate the portion of the rent for which they recipient is responsible and notify both the PLRS recipient and the landlord. PLRS recipients pay 30% of their total monthly adjusted household income or the social housing core shelter rates.

The landlord will receive a rent supplement for the difference between the recipient's rent and the market rent for that unit.

Continued Eligibility and Annual Income Review

To continue living in the PLRS unit, recipients must complete an annual income review before the anniversary of their PLRS tenancy. Recipients must remain under the Household Income Limits (HILs) set annually by the Government of Alberta.

If the recipient is still eligible, Civida will recalculate their recipient rent amount. If the recipient is no longer eligible, the recipient will be responsible for the full market rent amount.

Changes in Household Information

As part of their PRLS addendum to the tenancy agreement, PLRS recipient must tell Civida if:

- Their contact information changes
- They want to move someone in or out, or if someone moves in or out of their household
- Their income changes

These changes may impact a PLRS recipient's rent or eligibility. If recipients do not tell Civida, their supplement may be cancelled and they will be responsible for the full market rent amount.

Adjustments to the recipient's rent amount based on a change of household member will take effect the date Civida is notified of the change, not the date of the change itself.

My Mailing Address, Email Address or Phone Number has Changed

Please complete the Change of Information form. It's important to keep Civida updated if your contact information changes so we can get in touch with you.

If your mailing address has changed because you have moved, please complete a DRS Changes form and include the new residential tenancy agreement. Moving

without prior to Civida may impact eligibility for a subsidy.

My Income or a Household Member's Income has Changes

Please complete the Change of Household Information form if your income changes. Your PLRS recipient rent amount may change.

If you or someone in your household beings receiving Alberta Income Support, your rent may change based on the core shelter rates.

If your household income has decreased by \$35/month or more, Civida can temporarily reduce your PLRS recipient rent. You must reapply before the beginning of the next month if you require another temporary adjustment.

If your PLRS recipient rent amount is adjusted within four months of your annual income review, your rent will not be readjusted unless your income decreases by \$35/month or more again.

Someone has moved into my Home

Follow these steps if someone has moved in:

- Complete the Change of Household Information form.
- Submit the new household member's citizenship status, income and asset information so we can reassess your household eligibility.

- If the new household member would make the recipient household ineligible, the recipient will be notified that they will lose their rent supplement. The recipient can choose not to add the new household member and keep their rent supplement.

If the recipient household is still eligible, the new household member will be added to the file. We will recalculate your household income and your PLRS

Rent Supplement Holds and Cancellations

A PLRS recipient's rent supplement will be cancelled after three months' notice if any of the following occur:

- The recipient does not provide the required information in the Annual Income Review form or any additional information as requested to assess the recipient's continued eligibility.
- The recipient provides false or misleading information or fails to report income or other information required on the application form or any subsequent Annual Income Review form.
- The recipient moves another person into their housing without notifying Civida and confirming that person as a member of the household.
- The recipient requests to have their rent supplement cancelled.

- The recipient is no longer eligible for rent supplement according to the *Social Housing Accommodation Regulation*
- Public funding for their Rent Supplement Program is cancelled.

Ending a Rent Supplement Agreement

At the end of the three months' hold, the PLRS recipient will become responsible for the full market rent of their home.

If a customer became ineligible for the Rent Supplement program and did not notify Capital Region Housing, they will be responsible to pay back any subsidies paid since they became ineligible

The PLRS recipient is responsible for paying their portion of the rent directly to the landlord.