

Private Landlord Rent Subsidy – What You Need to Know

Private Landlord Rent Subsidy (PLRS) subsidies are paid to specific landlords with whom Civida has agreements with. Tenants living in those units pay 30% of their total gross income towards the rent.

Civida administers Private Landlord Rent Supplements in these communities:

- Barrhead
- Bon Accord
- Clyde
- Duffield
- Edmonton
- Fort Assiniboine
- Fort Saskatchewan
- Gibbons
- Holden
- Innisfree
- Josephsburg
- Legal
- Mannville
- Morinville
- Redwater
- Ryley
- Sherwood Park
- Smoky Lake
- Spedden
- Spruce Grove

The Private Landlord Rent Supplement program is closed to new applications and remains available for existing agreements only. All agreements will expire by 2029. Current recipients may transition to Rent Assistance Benefit (RAB) if they remain eligible. Please contact Civida if you have more questions.

- St. Albert
- Stony Plain
- Tofield
- Vegreville
- Vilna
- Waskatenau
- Westlock

NOTE: We may not have 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 sign a residential tenancy agreement together. The residential tenancy agreement must include the PLRS Addendum to the Tenancy Agreement and a copy must be provided to Civida.

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 the recipient is responsible and notify both the PLRS recipient and the landlord. PLRS recipients pay 30% of their household income or the social housing core shelter rates from [Alberta Income Support](#). The PLRS recipient is responsible for paying their portion of the rent directly to the landlord.

The landlord will receive a rent supplement for the difference between

the recipient's rent and the market rent for the unit directly from Civida.

Continued Eligibility

To continue living in the PLRS unit affordably, 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 rent amount.

Changes in Household Information

As part of their PLRS Addendum to the Tenancy Agreement, PLRS recipients **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 amount or eligibility. If recipients do not tell Civida, their

supplement may be cancelled and they will be responsible for the full 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 email address or phone number has changed:

Please complete the [Change of Contact Information](#) form.

It's important to keep Civida updated if your contact information changes so we can get in touch with you.

My income or a household member's income has changed:

Please complete the [Change of Income](#) form.

If your income changes, your PLRS recipient rent amount may change.

- If you or someone in your household begins 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

Please complete the [Change of Household Information](#) form.

Please 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 recipient rent amount.

Rent Supplement Holds

A hold will be placed on a recipient's supplement if:

- 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 a rent supplement according

to the *Social Housing Accommodation Regulation*; or

- Public funding for the either Rent Supplement programs is cancelled.

Ending a Rent Supplement Agreement

If the recipient remains ineligible after their supplement has been on hold for three months, their supplement will be cancelled as of the last day of the month before the customer became ineligible or on the day requested by the customer. PLRS recipients will receive one month's notice of rent increase. After one month, PLRS recipients will be responsible for paying the full market rent amount.

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