APPENDIX A – Interim Shelter Agreement Criteria Checklist

Band Name: _____ Band # _____

Documents submitted are:

☐ Housing Policy	☐ Rental/Tenancy Agreement
☐ List of all homes with/without mortgage	☐ Rental chart (description of flat rent, set rent or other rental type described in HP)
☐ Financial audit trail (description of housing account codes: rent, renovation, section 95 payments)	☐ Private Ownership documentation (if applicable)
☐ Fiscal year & % rate of last income assistance program review (above 90%)	

The following documents were reviewed and require further clarification or are missing. Please address the checked items below:

1. The Housing Policy and/or Rental Agreement
   - ☐ What section describes tenant and landlord roles and responsibilities?
   - ☐ What section describes community rents being universally collected on all band-owned housing?
   - ☐ Where is the rental agreement template described?
   - ☐ What section describes rental rates?
   - ☐ What section describes rent type as either set, flat, LEM, RGI?
   - ☐ Need a copy of a Housing Policy document.

2. List of all homes with/without mortgage (or list of housing phases) that include:
   - ☐ Expiry date for each home/phase
   - ☐ Band and/or privately owned
   - ☐ Need a list of all homes

   This information will identify how many homes are with or without a mortgage that may collect a rental payment from the social development program.

3. Financial audit trail list (description of financial codes for housing program to identify):

   ☐ Rent code for mortgaged homes, renovation code, mortgage free home (e.g., CMHC 500, Repairs 525, Band Rental 550)

   ☐ Need an audit trail description

   The audit trail information will demonstrate the rental revenue collected for mortgage free homes that is held in a separate account.

4. A rental chart – a document that identifies the Flat Rental Rate, Set rent, LEM, or Minimal and Maximum Monthly Rent Contribution, as described in the policy/rental agreement.

   ☐ Need the rental chart document

   This information will show how the rental amount is set by the Chief and Council and/or Band housing department.

5. A copy of the Rental Agreement template document:

   ☐ Template identifies the rental period, address of home, name of tenant and landlord, list of occupants, signatures and date of tenant and landlord/home owner, etc.

   ☐ Need the rental agreement template

   This document is required as part of the Social Development Program eligibility for all income assistance recipients files to allow for shelter payments.

a) Additional information found in the shelter materials reviewed:

   ☐ Damage Deposit policy section – currently not offered in the AANDC Income Assistance Policy and Procedures Manual. Therefore, the social development department has **no** policy to authorize a payment for a security deposit on behalf of an income assistance recipient.

   ☐ Other: _____

b) For information purposes only, the social development program will require information from private home owners who charge rent for mortgage free homes (this payment cannot be issued until an Interim Shelter Agreement is approved):
   - Copy of a rental agreement template for a tenant who is an income assistance recipient
   - Rental Agreement template should outline the rental period, address of home, name of tenant and landlord, list of occupants, signatures of tenant and landlord (for more information see income assistance policy chapter 5)
   - Copy of private ownership documentation for income assistance program (e.g., copy of Certificate of Possession)

DUE DATE: _____