

Information about Annual Rent Reviews

At least once per year, as per the Tenancy Agreement, tenants who receive rent subsidies must declare their current income and household composition to ensure they are still eligible for subsidy, and if so, how much their tenant rent contribution (TRC) should be. This process is called an Annual Rent Review.

The Tenant Rent Contribution (TRC) is based on:

1. **Household Composition** – the number of people living in the unit and their relationship to each other. TRC is not based on the number of bedrooms in the unit.
2. **Income Sources and Amount** – the gross household income of all adults age 19 or older

Annual Rent Review Steps:

Step 1

M'akola sends tenant(s) an Annual Rent Review Package to each tenant.

Step 2

Tenant(s):

Complete the Annual Rent Review Package as outlined below:

A) “**Application for Rent Subsidy**” is filled out including:

- Listing all occupants including the Date of Birth, relationship to the Primary Tenant, and declaring the income
- Ensuring all persons residing in household age 19 or over date and sign the form

B) Provide all of the required income information for all persons aged 19 and older–

***see attached “**Income Required Information Sheet**” for specific details about what you need to provide

C) Submit all information and forms to the regional office before the submission deadline

*** **Please see attached letter for your submission deadline**

Step 3

If dropping documents off at your Regional office: A M'akola staff member will date-stamp and scan each page to M'akola's Rent Review Department and then return the originals to the tenant so they have proof they dropped them off

If you are mailing or dropping your documents through the Regional Office mail slot: Please **do not** send originals because they will not be returned.

NOTE: Annual Rent Reviews will only be completed when all required documentation has been received by the submission deadline. Please be advised that the Annual Rent Review is a requirement of your tenancy agreement.

A 2 Month Notice to End your Tenancy may be issued for any incomplete Rent reviews.