

## Selection of Apartments

The apartments selected as part of the RSP are located on the Island of Montreal and correspond to the needs of households registered on the OMHM's waiting lists. They must also meet the following criteria:

- They are located on any floor of the building, except the basement.
- They are not located above a business, garage or crawl space.
- They include one or more enclosed bedrooms with a window.
- The rent amount must reflect local market conditions.
- The number of subsidized apartments cannot exceed 25% of the total number of units in the building.

If you wish to offer an apartment to the OMHM, please fill out the form found in the section Doing Business with the OMHM on the site [www.omhm.qc.ca](http://www.omhm.qc.ca).

Once preselected, the apartments will be subject to an inspection by an OMHM employee.

The OMHM may verify whether a non-compliance notice appears in the file of the building's landlord.

## Agreement Between the Landlord and the OMHM

If your apartment is selected, the OMHM will enter into an agreement with you stipulating the obligations of each party. This agreement normally extends for five years and is renewable.

## Remember!

The OMHM employees who manage the RSP can help you! They have access to useful resources for various situations. Feel free to contact them!

## Did you know that...

... the partnership between the OMHM and landlords as part of the Rent Supplement Program is governed by the *Entente-cadre Canada-Québec sur l'habitation sociale*? The Société d'habitation du Québec (SHQ) is responsible for the allocation of rent subsidies to the municipalities and the municipal housing bureaus.



### For Further Information

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We invite you to visit the Web site of the OMHM at [www.omhm.qc.ca](http://www.omhm.qc.ca) and that of the Société d'habitation du Québec at [www.habitation.gouv.qc.ca](http://www.habitation.gouv.qc.ca).

Service des communications, 12-2013

# Rent Supplement Program

## Landlord's Guide



## Partners in Our Mission

The mission of the Office municipal d'habitation de Montréal (OMHM) is to improve the living conditions of low-income individuals and families by providing them with quality subsidized housing and encouraging them to get involved and make a difference in their community. This mission is based on six organizational values, namely integrity, loyalty, quest for excellence, respect, customer satisfaction and transparency.

Your participation in the Rent Supplement Program (RSP) as a landlord makes you a full-fledged partner in this mission.



Office municipal  
d'habitation  
de Montréal

## Doing Business with the OMHM

### Nature of Program

The subsidized housing offered as part of the RSP allows the OMHM to rent apartments compliant with health and safety standards.

These apartments are allocated to households selected from the OMHM's waiting lists, which are compiled based on criteria established by the Société d'habitation du Québec.

The portion of rent payable to the landlord generally equals 25% of the tenant's household income. The OMHM assumes the difference between this amount and the total rent specified in the lease.

The choice of apartments, selection of tenants and annual verification of their income are the responsibility of the OMHM.

Relations between the landlord and tenant are subject to the laws and regulations of the Régie du logement.



## Overview of Agreement

### Apartment

By entering into an agreement with the OMHM, you agree to:

- Provide the designated apartment(s) as of the agreed date and throughout the term of the agreement.
- Deliver and maintain the apartment in habitable condition, in accordance with the laws of Québec.
- Obtain the OMHM's prior approval for any changes to the designated apartment(s).

For its part, the OMHM agrees:

- To pay you, monthly and in advance, the portion of the rent covered by the subsidy.
- In case of the termination of the lease and unless otherwise indicated by one of the two parties, to pay you the rent for the vacant apartment until it is reoccupied.
- To support you, to the extent of its resources and methods, if problem situations arise with the tenant(s).

### Choice of Tenants

We are responsible for selecting eligible tenants by applying the selection criteria and allocation standards in effect in subsidized public housing. In other words, you must welcome the tenant(s) allocated to you.

### Lease

You sign a lease with the tenant. It is compliant with the laws of Québec and identical to those prevailing on the private rental market. An addendum, which we provide each year, specifies the amount that the tenant must pay you. This amount is calculated annually.

Since this is a subsidized apartment, the tenant can terminate the current lease at any time by giving the OMHM and the landlord three months' advance notice. In such event, we focus on finding a new tenant as soon as possible.

### Renewal of Lease

You must obtain the OMHM's authorization to make a change to the rent specified in the lease.

You must send us a copy of the annual rent increase notice according to the deadlines set by the Régie de logement.



### Compliance with Lease

Any new tenant selected by the OMHM is informed of his rights and obligations when he signs the lease.

If a problem situation arises during the lease, it is your duty to take action and to inform us promptly in order to prevent the situation from degenerating. We could be able to intervene in order to prevent the tenant from having to go to the Régie du logement. You must ensure that the tenant pays his share of the rent the first day of each month. If there are problems in this regard, you must try to intervene, mainly by informing us about the situation. You can take the standard legal procedures in case of non-payment.

If the tenant does not respect his obligations and you have already intervened, without success, you are entitled to go to the Régie du logement.

If you do not respect your obligations as landlord, the tenant is also entitled to go to the Régie du logement.

You must send the OMHM a copy of any written documents that you send to or receive from your tenant concerning irregular or problematic situations.

### Régie du logement

If, despite everything, you have to file a request for a hearing with the Régie du logement, we would like to be included in your request as interested party; in this way, we can monitor the tenant's file.

### Special Situations

In case of the sale of the building concerned, you must advise the OMHM of any transfer of rights. The new owner must agree to respect all the responsibilities and conditions of the agreement in effect.

If you are unable to maintain the apartment in adequately safe condition, the agreement with the OMHM may be annulled.

You must advise us of any unwarranted damages caused to the apartment. An OMHM employee will then visit the apartment. The OMHM may actually reimburse reasonable costs incurred for the repairs, if the damages are not related to a risk against which a responsible landlord is normally insured. For this to happen, you must first have taken the necessary measures to be reimbursed for the cost of repairing the damages by the tenant in question. A ruling by the Régie du logement will then be necessary.