

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: TENANT APPLICATIONS AND SELECTION**

**Applies to:** Management and Tenants

Original Effective Date: January 16, 2023

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Replaces Procedure Dated: Not Applicable

#### **Applications**

1. The society accepts the application for review and scores each according to the applicant's degree of need, suitability and date received.
2. Applicants must declare their income on the application
3. Applicants that are ineligible or who have not contacted the society in over one year are removed from the application waitlist. Documentation is kept as outlined in the Confidentiality and Release of Personal Information policy and procedure.

#### **Selection**

1. The society selects tenants unbiasedly.
2. Tenants meet the criteria and, if applicable, established in an operating agreement with funding agencies or agencies providing financial assistance.
3. The Building Manager or designate:
  - Completes the Housing Need Point Score form.
  - Complete the references checks from previous landlord(s).
  - Notifies the applicant.
4. The society does not provide unsuccessful applicants with feedback.