



**Newfoundland and Labrador Housing Corporation**  
**Application for Rent Supplement Referral Source List**

## **1. Introduction**

This Rent Supplement Referral Source List has been created by Newfoundland and Labrador Housing Corporation (NLHC) for the purposes of establishing a list of private market rental landlords interested in participating in NLHC's Rent Supplement Program. The Rent Supplement Program provides a rental subsidy for qualifying individuals or families to subsidize rent payments in a non-profit, private, or other rental arrangement. Rent paid by the tenant is geared to 25% of net income and NLHC pays the difference to the landlord up to a maximum amount. NLHC inspects all rent supplement units before occupancy. Information provided property owners on this Application for Rent Supplement Referral Source List (Application) will be shared with potential rent supplement clients which are seeking a rental unit.

## **2. Application Timetable**

The Application timetable is open indefinitely to submissions; however, this may be changed by NLHC at any time. The referral list is intended to be a fluid document that will be open to additions, corrections or withdrawals at any time.

## **3. Background**

NLHC is a provincial crown corporation which operates under the authority of the Housing Corporation Act. NLHC reports to the Government of Newfoundland and Labrador through the Minister Responsible for Newfoundland and Labrador Housing Corporation.

NLHC's mandate is to develop and administer housing policy and programs for the benefit of low-to-moderate income households throughout the province. This is accomplished through the delivery of programs and partnerships with various private and community entities.

NLHC has entered in an agreement with the Federal Government entitled the Canada-Newfoundland and Labrador Housing Benefit (CNLHB) program whereby applicants receive a portable rent supplement benefit. This Application process will compile private market rental information that NLHC will provide to applicants upon request to aid the search for their next home.

NLHC will not enter into an agreement with landlords under the CNLHB Rent Supplement Program and property owners submitting an Application will not be guaranteed client referrals. The applicant will have autonomy to pursue a rental unit of their choosing, and may use the referral information submitted on this application as well as other resources available to them. The relationship between the landlord and client shall be a standard landlord and tenant arrangement where the Residential Tenancies Division and application of the Residential Tenancies Act shall adjudicate tenancy issues. NLHC shall not be held liable in the event of a dispute between a landlord and client in receipt of assistance through the CNLHB Program.

## **4. Information Requested**

NLHC is seeking information from owners of residential rental properties that are interested in participating in the new CNLHB funded Rent Supplement Program and is requesting basic property characteristics, rental amounts and contact information. Please see Appendix B for a complete list of requested details. NLHC reserves the right contact the applicant to clarify submissions where required.

Please note this Application is intended to collect current information on the overall rental pool and not a representation of the current occupancy status. By submitting an application, the landlord shall not be obligated to hold rental amounts at the rates provided in Appendix B. NLHC will make information available to applicants of the CNLHB Rent Supplement Program without notice to the applicant. Rental unit information may be updated or withdrawn by the applicant at any time and new property owners may be added from time to time.

## **5. Submission Instructions**

Applicants are asked to submit their information and signed Application Form to the following E-Mail address and to the attention of the following Contact:

Name: Grayson Kelly  
Title: CNLHB Implementation/Project Manager  
Email: [gjkelly@nlhc.nl.ca](mailto:gjkelly@nlhc.nl.ca)  
Phone: 709-724-3059

Applicants should direct any questions on the application process to the same contact.

Applications should include a completed and signed Applicant Submission Form (Appendix A) and Rental Unit Information Sheet (Appendix B), that acknowledges, among other things, that this application will not create a legal relationship or obligation regarding the procurement of any good or service.

## APPENDIX A – APPLICANT SUBMISSION FORM

### 1. Applicant Information

Please fill out the following form, naming one person to be the applicant’s contact and any clarifications or communication that might be necessary.	
Full Legal Name of Applicant:	
Any Other Relevant Name under which Applicant Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Applicant Contact Name and Title:	
Applicant Contact Phone:	
Applicant Contact Email:	

### 2. Terms of Reference

By applying, the applicant acknowledges its acceptance of the following Terms of Reference:

#### a. Application Not a Formal Competitive Bidding Process

This Application process is issued for information-gathering purposes and is not intended to be a formal legally binding “Contract A” bidding process. Without limiting the generality of the foregoing, this Application will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process, or open tendering process, and does not constitute a commitment by NLHC to procure any goods or services.

#### b. Application Not to Limit NLHC’s Pre-Existing Rights

This Application will not limit any of NLHC’s pre-existing rights. Without limiting the generality of the foregoing, NLHC expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potentials suppliers that did not submit and Application;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers submitting an Application;
- (iii) contact a limited number of potential suppliers, which may include only those that submitted an Application or may include potential suppliers that did not submit an Application, for the purpose of a competitive process for the procurement of any good or service;

- (iv) elect to proceed by way of open tender call where all potential applicants, including those that did not submit an Application, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this Application.

These expressly reserved rights are in addition to any and all other rights of NLHC that existed prior to the issuance of this Application.

**c. Pricing Information for General Information Purposes Only**

Any pricing information provided by applicants is for general information purposes and is not intended to be binding on applicants. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

**d. Information in Application Only an Estimate**

NLHC and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the Application. Any quantities shown or data contained in this Application are estimates provided only as general background information.

**e. Parties to Bear Their Own Costs**

NLHC will not be liable for any expenses incurred by a Applicant, including the expenses associated with the cost of preparing responses to this Application. The parties will bear their own costs associated with or incurred through this Application process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this Application; (ii) the preparation and making of a submission; or (iii) any other activities related to this Application process.

**f. Accuracy of Responses**

The applicant acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

**g. Submissions Will Not Be Returned**

Except where set out to the contrary in this Application or expressly requested in the applicant's submission, the submission and any accompanying documentation provided by a applicant will not be returned.

**h. Confidential Information of NLHC**

All information provided by or obtained from NLHC in any form in connection with this Application either before or after the issuance of this Application (i) is the sole property of NLHC and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this Application; (iii) must not be disclosed without prior written authorization from NLHC; and (iv) must be returned by the applicant to NLHC immediately upon the request of NLHC.

The applicants may not at any time directly or indirectly communicate with the media in relation to this Application without first obtaining the written permission of NLHC.

**i. Disclosure of Information**

This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). A proponent must identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is requested to be maintained by the Owner. The confidentiality of such information will be maintained by the Owner, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Owner to advise or assist with the Application process, including the evaluation of proposals.

The proponent agrees that any specific information in its submission that may qualify for an exemption from disclosure under subsection 39(1) of the ATIPPA, 2015 has been identified in its submission. If no specific information has been identified it is assumed that, in the opinion of the proponent, there is no specific information that qualifies for an exemption under the subsection 39(1) of the ATIPPA, 2015.

Information provided through this process will be disclosed when requested under the ATIPPA, 2015, except where disclosure of that information is harmful to the business' interests, as set out in the three-part test in the ATIPPA, 2015.

If a proponent has any questions about the collection and use of personal information pursuant to this Application, questions are to be submitted to the Application Contact. Further information relating to subsection 39(1) of the ATIPPA, 2015 is provided in guidance documents available through the Office of the Information and Privacy Commissioner at <https://oipc.ni.ca/guidance/documents>.

The applicant acknowledges that NLHC may make public the name of any and all applicants.

**j. Governing Law**

This Application process will be governed by and construed in accordance with the laws of the province of Newfoundland and Labrador and the federal laws of Canada applicable therein.

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Signature of Applicant Representative

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Name of Applicant Representative

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Title of Applicant Representative

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Date

## APPENDIX B - RENTAL UNIT INFORMATION SHEET

**Part I - Applications Inquiry Contact**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Part II - Rental Unit Attributes:** Please list all units, buildings and information below notwithstanding their current occupancy status.

Civic Address	City/Town	Number of Rental Units at this Address	Bedroom Count <sup>1</sup>	Total Monthly Rental Amount <sup>2</sup>	Damage Deposit	Lease Duration (If Req'd)	Number of Fully Accessible units <sup>3</sup>	Elevator (Y/N)	List other accessible attributes (ground level, ramp, no stairs etc.) <sup>4</sup>	Heat/ Light included (Y/N)	Washer/ Dryer included (Y/N/Coin)	Cable/ Internet included (Y/N)	Hot Water Included (Y/N)	Available Parking

<sup>1</sup>If multiple types of units with varying bedrooms counts or other defining attributes exist within a single building, you may group like units together and list these groups separately

<sup>2</sup>Total Rental Amount shall include base rent and any other mandatory charges, such as heat, light, hot water, cable etc. where applicable

<sup>3</sup>For the purpose of this Application, an accessible unit shall be one that is accessible by a wheelchair user from the parking area, building entry and throughout the unit which possess accessible kitchen and bathroom attributes

<sup>4</sup>Other accessible attributes may include, but are not limited to, no step entry, ramped entrance, elevator, widened doorways, roll under access to kitchen and/or bath fixtures, roll-in shower or bath cut-out etc.

**Part III - Acknowledgement of Life Safety Standards and Inspection**

Any new rental unit under the CNLHB or Rent Supplement Programs may be subject to an inspection to verify it meets life safety standards. By signing this, you acknowledge that the units provided above meet all applicable safety codes to the best of your knowledge.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date