

«Date»

«Legal\_Name»

«Address\_1» «Address\_2»

«City», «Province» «Postal\_Code»

To the attention of the members of the Board of Directors

By Email: «Email\_if\_available»

Account number(s) : «Acct\_groups»

**Subject: Temporary Rental Assistance Confirmation**

This letter is to provide you with an update regarding your application for Temporary Rental Assistance. Canada Mortgage and Housing Corporation (“CMHC”) has received your completed Enrolment form and we are pleased to inform you that your project has been approved to receive Temporary Rental Assistance. Payment of Temporary Rental Assistance will be made in the amount outlined in the Temporary Rental Assistance Agreement (the “Agreement”), in accordance with the terms and conditions of the Agreement. A blank copy of the Agreement can be accessed using [this link](#).

Please note that Temporary Rental Assistance is a one-time exceptional funding to support Housing Providers and to provide affordable accommodation to low-income families and individuals.

Each person will shortly receive two e-mails from “DocuSign” requesting an electronic signature on the Agreement and on the Vendor Information Form. We ask you to please confirm your decision to receive Temporary Rental Assistance by completing and returning a copy of the Agreement signed by authorized signing officers. Payment directly into your Co-operative’s account will be in a one-time lump sum within forty-five (45) days of CMHC receiving the fully executed Agreement. By signing the Vendor Information Form, you are confirming your Co-operative’s banking information is correct. This form only requires one signature. Note that electronic copies of these documents are considered originals.

If you want to sign but are experiencing technical issues or are facing challenges in meeting the deadline due to COVID-19 restraints, among other reasons, please contact the Agency for Cooperative Housing (the “Agency”), at [TempRentAsst@agency.coop](mailto:TempRentAsst@agency.coop) or 1-866-660-3140 extension 643 to obtain support and discuss options.

Please note that there are several programs and initiatives with the objective of supporting low-income households. Receipt of these may impact your eligibility for other programs that have similar objectives. It is your responsibility, as well as the responsibility of the eligible households, to choose the most advantageous rental assistance option.

If you decide to decline Temporary Rental Assistance, we kindly ask that you notify the Agency of your decision to opt-out by email to [TempRentAsst@agency.coop](mailto:TempRentAsst@agency.coop).

**Payment of Temporary Rental Assistance is subject to the Agency receiving a fully executed original copy of the Agreement and all requested documents, as applicable, no later than May 14, 2021.** If the Agency has not received your signed Agreement and required documents by May 14, 2021, the Agreement will be considered void and you will be considered as having opted-out of Temporary Rental Assistance.

As further outlined in the Agreement, Temporary Rental Assistance is to be transferred to households to support their access to affordable accommodations. There is a requirement for the Co-operative to adopt formal, consistent and reasonable procedures for the administration of Temporary Rental Assistance. Though certain parameters are presented in the Agreement, there continues to be a requirement to make decisions on how to administer these funds. To assist you in this task and for your consideration, you can read the *Temporary Rental Assistance Guide* [here](#) which includes some recommended rules that are used successfully in other rental assistance programs.

If you need additional information or support, please do not hesitate to contact the Agency at 1-866-660-3140 extension 643 or by email at [TempRentAsst@agency.coop](mailto:TempRentAsst@agency.coop).

Yours truly,

Nicole Young  
Manager, Agreement Management  
Canada Mortgage and Housing Corporation

Enclosure :

Blank copy of the Temporary Rental Assistance Agreement