



## Memorandum

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Date: March 21, 2005

To: Community Social Services  
Supervisors – EIA and  
EIA Rural Program Managers

From: Pam Goulet, Executive Director  
Adult and Children's Programs, and  
  
John Petersen, Executive Director  
Employment and Income  
Assistance Programs

Telephone:

Subject: **Change in Ownership of Rental Property**

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To ensure that all rent paid direct by EIA is to the appropriate landlord and SAMIN landlord records are accurate, a consistent process for EIA staff to follow has been developed.

It is the responsibility of the landlord to communicate changes to their tenant (EIA participant) and/or EIA field staff. EIA field staff are responsible for advising participants and landlords what information is necessary and acting on the appropriate information when it is received.

When EIA is advised that the legal owner of a property has changed and rent is to be re-directed, the following information is required from the participant or landlord prior to making any adjustments to the rent payment. It is the responsibility of EIA Case Coordinators/Counsellors (or designate) to verify the property transfer has occurred. Verification is achieved when all of the information listed in 1 - 4 has been gathered and reviewed by EIA Case Coordinator (or designate).

- 1) Written communication about change in landlord from a lawyer involved in the property transfer. This can take the form of either:
  - a) copy of "Certified Status of Title" document; **or**
  - b) a letter from the new owners' lawyer which includes: that the lawyer is acting on the new owner's behalf, the lawyer has registered a transfer of land, the date & registration number of the transfer of land
- 2) New landlord's last name, first name and middle initial,
- 3) Name the new landlord wishes rent cheque to be made payable to,
- 4) Address the rent is to be sent to including the postal code (& property management company name if applicable).

Once the Case Coordinator (or designate) has completed the verification steps above they should facilitate the change in property owner in EIA records by:

- Search SAMIN and if there is an existing 3<sup>rd</sup> party vendor number for the new landlord and the landlord information is the same, then the changes related to rent payable for the EIA cases can be completed.

- If a 3rd party number already exists but some of the information about the landlord has changed, the landlord information changes must be relayed to accounts.
- If there is no 3rd party number for the new landlord, field staff are to request a new 3rd party number be created reflecting the information provided.
- Accounts will complete the new 3rd party number transaction.

**EIA Policy Manual Update:**

In addition Sections 19.1.6 and 19.1.7 have been updated in the EIA Policy Manual to ensure the content is consistent with this new process.