

| | |
|--|---------------------|
| Management Directive No.: | MA60 |
| Management Directive Name: | Mandatory Insurance |
| Date Approved by CEO or Designated Person: | October, 2014 |
| Date revision approved by CEO or Designated Person: | December 5, 2018 |
| Related SOP, Management Directive, Board Policy, Forms | |

Policy Statement

Kawartha Lakes Haliburton Housing Corporation (KLH Housing Corp.) is committed to the provision of safe and affordable accommodations to suit the needs of the tenants. KLH Housing Corp.'s insurance does not cover the tenants' belongings or the tenant's liability in case of an emergency or casualty. To ensure that all tenants are protected against loss of or damage to their personal property, or the cost of any claims against the tenant for damage to the unit or injury to other people, and to enhance KLH Housing Corp.'s risk management, KLH Housing Corp. has implemented a mandatory tenant insurance policy.

Scope:

This mandatory tenant insurance policy shall apply to all KLH Housing Corp. rental units.

Policy:

1. Prospective tenants will be informed at time of offer of the unit that tenant insurance is mandatory.
2. A minimum of \$500,000 liability coverage is required.
3. Prospective tenants in receipt of benefits from Ontario Works or Ontario Disability Support Program will be advised at time of offer that they may qualify to have the cost of the insurance paid for out of the unused shelter portion of their benefits.
4. Upon acceptance of the unit, prospective tenants will be given an Insurance Information Package outlining how they can obtain tenant insurance.

5. Prospective tenants are required to show proof of insurance or a completed and submitted application for tenant insurance prior to signing a lease and obtaining the keys to the unit.
6. The tenant is informed at lease signing that annual proof of tenant insurance is required.
7. All leases executed after the adoption of this policy will include wording to the effect that tenants agree that it is their responsibility to purchase their own insurance to protect against loss of or damage to their personal property or the cost of any claims against the tenant for damage to the unit or injury to other people.
8. The tenant is required to show proof of current tenant insurance at each annual update.
9. There is a high degree of risk suffered if tenant insurance is not in place. Therefore, if the tenant does not provide proof of tenant insurance at annual review, the lease agreement is breached and KLH Housing Corp. will seek termination of the tenancy. All efforts will be made by KLH Housing Corp. staff to encourage the tenant to reinstate the tenant insurance before an application is made to the Landlord and Tenant Board.
10. Community Support Workers will annually encourage all tenants to purchase and maintain tenant insurance through education sessions at community meetings and in the newsletter.

Revision History:

Proposed Date of Review: December 2020

| Revision | Date | Description of changes | Requested By |
|----------|----------|------------------------|--------------|
| v1 | Oct 2014 | Initial Release | |
| v2 | Dec 2018 | New template format | CEO |
| | | | |