



AIM Services Inc Housing Subsidy Policy

Housing reimbursement options:

- The person pays their full rent to the renting agent and then submits the receipt of payment to AIM for processing in accordance with the reimbursement schedule.
- AIM directly pays the landlord the approved subsidy in the current approved self direction budget. The person would be responsible for paying the remainder of the rent to the landlord. AIM processes housing the last week of the month for the following months rent, the landlord will receive payment before the 1st of the month.
 - The landlord would need to provide a W-9 and current lease to be approved for direct payment.

Please select from the following options as to how you would like your housing subsidy reimbursed:

I would like my rent to be paid directly to my landlord by AIM and I will be responsible for paying the remainder.

I will pay my full rent to the landlord and AIM can reimburse me for my housing subsidy amount when I submit a receipt of payment for my rent.

Participant Signature

Date

Designee Signature

Date

FI Signature

Date

*Individuals who are receiving a housing subsidy through their Self-Directed budgets are required to provide a complete housing packet annually to AIM.