



Community and Health Services Department  
Housing Services Branch

**APPLICANTS YOU WERE  
UNABLE TO CONTACT**

## Monthly Applicant Activity Report

Housing Access Unit  
55 Eagle Street West  
Newmarket ON L3Y 8W5

Tel: 1-877-464-9675  
905-830-4444 ext. 2499

<b>HOUSING PROVIDER:</b>		<b>COMPLETED BY:</b>	
<b>For month of:</b>		<b>Date:</b>	

**Reasons:**

- a) Phone number not in service
- b) Left voicemail message, no response
- c) Left message with person who answered the phone, no response
- d) Repeated attempts to contact (3 or more) unsuccessfully
- e) Incorrect Address
- f) Other (please explain)

**Enter the appropriate reason code (a – f) in the space below.**

Applicant	Client #	Date Attempt to Contact Made	Reason Code	Comments

**Please submit this report monthly – even if you do not have any activity. You can submit more often, if appropriate.** Please email form to [yvonne.farrell-stinson@york.ca](mailto:yvonne.farrell-stinson@york.ca) or fax to the Housing Access Unit at **905-830-5023**.