

Please note if your program is not checked, this Program Instruction is not applicable to your project(s)

- Public Housing
- Provincial Reform Housing Programs
- Municipal Non-Profit Housing Programs
- Federal Unilateral Housing Programs
- Rent Supplement - Commercial
- Rent Supplement - OCHAP & CSHP
- Rent Supplement Homelessness

Subject **Revised Applicant Activity Reports**

Authority • S. 65-70 and 113(6) of the *Social Housing Reform Act, 2000*
• Part VI of the Service Agreement

Effective Date Immediately

What's Different? **This Program Instruction replaces Program Instruction 2005-07.**

- There are three sections added to the **Housed Applicants Report**:
 - Special Priority Applicant
 - Date Applicant Accepted Offer
 - Unit # and Address
- The Monthly Applicant Activity Report has been split into three separate reports:
 - Applicants You Were Unable to Contact**
 - Housing Provider Refused to Offer Unit**
 - Applicant Refused Offer of an RGI Unit**
- Some sections were added to these reports to assist HAU staff to respond to applicant enquiries and to record applicant activity more accurately in the system.

Background Housing providers have been required to complete Applicant Activity Reports since May 2002. These reports were revised in 2005 to make them easier for housing providers to complete and more useful for tracking the activity on each housing provider's waiting list. They have been fine-tuned again to make them more user-friendly and the record-keeping more accountable.

What You Need to Do

Complete the attached reports and submit them to the Housing Access Unit (HAU), even if there is no activity for the month. You can get the forms from the York Region Website: www.york.ca, in the Information for Housing Providers Section, under Forms. You can complete them in Word format and e-mail them to yvonne-farrell-stinson@york.ca or download them and fax to the HAU at 905-830-5023.

- **Housed Applicants Report** – Complete and submit to HAU **whenever you house an applicant**. An Applicant Service Representative will immediately update YARDI. This will reduce the opportunity for applicants to receive multiple offers.
- **Applicants You Were Unable to Contact Report** – complete and submit to HAU at least monthly whether you have any activity or not. Note: you can submit this report more frequently, if appropriate.
- **Housing Provider Refused to Offer Unit** - complete and submit to HAU at least monthly whether you have any activity or not. Note: you can submit this report more frequently, if appropriate.
- **Applicant Refused Offer of an RGI Unit** - complete and submit to HAU at least monthly whether you have any activity or not. Note: you can submit this report more frequently, if appropriate.

Please contact your Program Co-ordinator if you have any questions.

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