



Community and Health Services Department
Housing Services Branch

APPLICANT REFUSED OFFER OF AN RGI UNIT

Applicant Activity Report

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

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

HOUSING PROVIDER:	COMPLETED BY:	DATE:
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An applicant can refuse an offer of an RGI unit for the following reasons:

- a) Didn't like the building
- b) Didn't like the unit
- c) Didn't want the unit type (e.g. wants townhome not apartment)
- d) Currently unable to move
- e) Didn't attend scheduled appointment to view unit as agreed
- f) Didn't come to sign the lease
- g) Other (please explain)

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

Applicant	Client #	Date Unit Was Offered	Date Applicant Refused Unit	Reason Code	Size of Unit	Unit # and Address

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 or fax to the Housing Access Unit at **905-830-5023**.