

HOUSING PROVIDER BULLETIN

REMINDER TO SUBMIT MONTHLY APPLICANT ACTIVITY REPORTS

This is a reminder that housing providers need to submit their Applicant Activity reports each month to the Housing Access Unit (HAU), whether or not there has been any activity.

These reports are critical and help keep our waitlist current. Information provided in the activity reports helps reduce the number of duplicate offers; identify applicants who have refused three offers and need to be removed from the waitlist; and alerts the HAU to clients that are difficult to contact.

Monthly Applicant Activity Reports should be mailed or faxed to:

Housing Access Unit
The Regional Municipality of York
Housing Services Branch
55 Eagle Street West
Newmarket, ON, L3Y 8W5
Fax: 905-830-5023

If you have had no activity for the month, please submit the Applicant Activity Report and indicate "no activity" on the form.

The Applicant Activity Report is also available in Microsoft Word format which you can email to the HAU. If you would like a Word copy of the report, or have inquiries about the Applicant Activity Report please contact Yvonne Farrell-Stinson, Senior Application Service Representative, Housing Access Unit, 905-830-4444 Ex. 5771, yvonne.farrell-stinson@york.ca.