

**CLIENT NUMBER:**

### SECTION 1: INTRODUCTION

You can request a decision review if you received a written notice of one of the following decisions:

- Your eligibility for the subsidized housing wait list (e.g. owing of arrears, exceeding income and/or asset limit)
- The size and type of unit you are eligible for (e.g. number of bedrooms, modified unit)
- Your eligibility for Special Priority category on the wait list
- You refused an offer of subsidized housing and your application has been cancelled
- You want to reactivate and backdate your canceled application for subsidized housing

#### How to request a review and documents required:

- You **must** submit a Request for Review Form to Housing Access Centre **within 15 days from the date on your Decision Letter**
- In your request for review, you **must** attach a written explanation of your reasons for requesting a review and supporting documents
- Include your client number on any supporting documents you submit

#### What happens after you submit your Request for Review Form?

The Housing Access Centre will review all information on file and any other information you have provided. A copy of the decision will be mailed to you. All decisions are final.

### SECTION 2: CLIENT INFORMATION

First name

Last name

Street number

Street address

Apartment number

City

Postal code

Phone number

Email

### SECTION 3: DECISION INFORMATION

What is the date on your decision letter (MM/DD/YY)

**CLIENT NUMBER:**

**What decision do you disagree with? (Please check one box)**

- Your eligibility for the subsidized housing wait list (e.g. owing of arrears, exceeding income and/or asset limits)
- The size and type of unit you are eligible to occupy (e.g. number of bedrooms, modified unit)
- Your eligibility for Special Priority category on the wait list
- You refused an offer of subsidized housing and your application has been cancelled
- You want to reactivate and backdate your cancelled application for subsidized housing

Please explain why you disagree with the decision? If more space is needed attach a written explanation.

**SECTION 4: COLLECTION OF PERSONAL INFORMATION**

Personal information contained on this form is collected under the Housing Services Act, 2011, and subject to Municipal Freedom of Information and Protection of Privacy Act, 1990. The information will be used to review and confirm details of the review request, eligibility for subsidized housing, statistical reporting and evaluation. The information provided may be cross-referenced with other municipal data pertaining to the household. If you have questions about this collection, please contact the Program Manager, Housing Access, Housing Services Branch, Community and Health Services, The Regional Municipality of York, at 17150 Yonge Street, 5th Floor, Newmarket, Ontario, L3Y 8V3 or phone 1-877-464-9675 ext. 72470.

\*Name

\*Signature

\*Date (mm/dd/yy)

**SECTION 5: SUBMIT INFORMATION**

Your response is time sensitive. You must complete and submit this form to Housing Access within 15 days of receiving your decision letter.

Late submissions will not be accepted unless accompanied by documentation showing unavoidable circumstances, such as being in the hospital, prevented you from applying within 15 days.

**FAX**

905-830-5023

**EMAIL**

Housing.Access@york.ca

**MAIL**

Housing Access Unit  
17150 Yonge Street, 5th Floor  
Newmarket, Ontario  
L3Y 8V3