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| --- | --- | --- | --- | --- | --- |
| **HOUSING PROVIDER:** |       | **COMPLETED BY:** |       | **DATE:** |       |
| An applicant is deemed to have refused an offer of an RGI unit if they do not accept it for the following reasons:1. Didn’t like the building
2. Didn’t like the unit
3. Didn’t want the unit type (e.g. wants townhome not apartment)
4. Currently unable to move
5. Did not respond to a voicemail or email message from the housing proivder within the specified timeframe
6. Didn’t attend scheduled appointment to view unit as agreed
7. Didn’t come to sign the lease
8. Other (please explain)

**Enter the appropriate reason code (a – h) in the space below.****Please provide details regarding the refusal, including any information provided by the applicant about why they refused the unit and any information included in a voicemail/email, under Additional Information and Notes.**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant | Client # | Date Unit Was Offered | Date Applicant Refused Unit | Reason Code | Size of Unit | Unit # and Address | Additional Information and Notes |
|       |       |       |       |       |       |       |       |
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**Please submit this report within seven business days of an applicant refusing an offer.** Please email form to **kirsten.lam@york.ca** or fax to the Housing Access Unit at

**905-830-5023**.