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| **HOUSING PROVIDER:** |       | **COMPLETED BY:** |       |
| **For month of:** |  | **Date:** |       |

|  |
| --- |
| **Reasons:** |
| 1. Phone number not in service
2. Did not receive a response to a message left with a person other than the applicant
3. Repeated attempts to contact (three or more) unsuccessfully
4. An email message bounced
5. Incorrect address
6. Other (please explain)

**Enter the appropriate reason code (a – f) in the space below and briefly outline attempts to contact the applicant.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Client # | Date Attempt to Contact Made | Reason Code | Comments |
|       |       |       |       |       |
|       |       |       |       |       |
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**Please submit this report within seven business days if you are unable to contact an applicant.** Email form to **kirsten.lam@york.ca** or fax to the Housing Access Unit at **905-830-5023**.