

### 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)
- 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 three offers for subsidized housing
- You want to reactivate and backdate your canceled application for subsidized housing

#### How can you request a review?

- 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

#### What supporting documents must you attach to your Request for Review Form?

- A copy of the decision letter you received
- A written explanation of your reasons for requesting a review
- Any other documents that support your reasons for requesting a review

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

- York Region will review all information on file and any other information you have provided
- A copy of the decision will be mailed to you
- York Region's decision is final

**You must complete and submit this form to  
Housing Access Unit within 15 days of receiving your decision letter**

**CLIENT NUMBER:**

### SECTION 2: CLIENT INFORMATION

First name Last name  
Street number Street address  
Apartment number City Postal code  
Phone number Email

### SECTION 3: DECISION INFORMATION

Name of the decision maker that issued your decision letter

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

**NOTE:** 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.

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

- Your eligibility for the subsidized housing wait list (e.g. owing of arrears)
- 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 three offers for subsidized housing
- You want to reactivate and backdate your canceled application for subsidized housing

**CLIENT NUMBER:**

## 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 17310 Yonge Street, Unit 9, Newmarket, Ontario, L3Y 7R8 or phone 1-877-464-9675 ext. 72470.

\*Name

\*Signature

\*Date (mm/dd/yy)

## SECTION 5: SUBMIT INFORMATION

You must complete and submit this form to Housing Access Unit within 15 days of receiving your decision letter

### FAX

905-830-5023

### EMAIL

Housing.Access@york.ca

### MAIL

Housing Access Unit  
17310 Yonge Street, Unit 9  
Newmarket, Ontario  
L3Y 7R8