

SECTION 1: INTRODUCTION

You may request a review if you received written notice and do not agree with one of the following decisions:

- Your eligibility for a rent subsidy
- The size and type of unit you are eligible for (e.g. number of bedrooms, modified unit)
- The amount of rent or housing charge you must pay
- Your eligibility for an in-situ priority category on the wait list for subsidized housing

How can you request a review?

- Submit a Request for Review Form to your Housing Provider within 15 days from the date on your decision letter
- Attach a written explanation of your reasons for requesting a review and supporting documents
- Late submissions will not be accepted unless you include documents showing unavoidable circumstances prevented you from applying within 15 days (such as being in the hospital)

What 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. This may include income tax returns, bank statements, proof of monthly income, etc.

What happens after you submit your Request for Review Form?

- You may be contacted by the Housing Provider to talk about any new information you have submitted with your Request for Review. You should make every effort to discuss the issue with the Housing Provider before requesting a review
- The Housing Provider will decide whether to reconsider the decision based on new information or forward the Request for Review package to the Region for Regional review of the original decision
- When reviewing the decision the Region will consider:
 - Information you provide in your Request for Review
 - Information your Housing Provider has on file related to the decision
- The Region will determine whether to uphold or change the decision
- A copy of the final decision will be mailed to you and the Housing Provider
- The Region's decision is final

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

SECTION 2: TENANT/MEMBER INFORMATION

Name of your Housing Provider

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)

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

Your eligibility for a rent subsidy

The size and type of unit you are eligible to occupy (e.g. number of bedrooms, modified unit)

The amount of rent or housing charge you must pay

Your eligibility for an in-situ priority category on the wait list for subsidized housing

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, ongoing eligibility for subsidized program, statistical reporting and evaluation. The information provided may be cross-referenced with other municipal data pertaining to the household. Information collected will be disclosed to your housing provider to confirm or clarify details in support of the review process. If you have questions about this collection, please contact the Program Manager, Housing Programs, Community and Health Services, Housing Services Branch, The Regional Municipality of York, at 17250 Yonge Street, Newmarket, Ontario, L3Y 6Z1 or phone 1-877-464-9675 ext. 72062.

*Name

*Signature

*Date (mm/dd/yy)

SECTION 5: SUBMIT INFORMATION

Submit the COMPLETE Request for Review Form with all supporting documents to your Housing Provider.

If you have any questions about completing this form please contact York Region at 1-877-464-9675, ext 72119.