



Community and Health Services Department  
Housing Services Branch

**HOUSING PROVIDER  
REFUSED TO OFFER UNIT**

**Applicant Activity Report**

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

Tel: 1-877-464-9675  
Fax: 905-830-5023

<b>HOUSING PROVIDER:</b>		<b>COMPLETED BY:</b>		<b>DATE:</b>	
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Under the SHRA (Reg. 339/01 S.18) housing providers may refuse to offer a unit to an applicant if:

- a) The applicant does not meet the mandate of the provider
- b) The applicant's rental history indicates they are not likely to pay rent
- c) The applicant is not likely to participate as a member of a housing cooperative
- d) The unit is not suitable in relation to the number, gender and ages of the members of the household
- e) The level of service required by a special needs applicant does not match the level of service provided for the unit
- f) An applicant is ineligible for special needs housing

Enter the appropriate reason code (a – f) in the space below.

**You MUST notify the applicant that you refused them and give them information about your internal review process. Attach a copy of the notice you sent to each applicant you list below.**

Applicant	Client #	Date Unit Was Offered	Provider Refusal Date	Reason Code	Size of Unit	Unit # and Address

Please submit this report monthly – even if you do not have any activity. You can submit more often, if appropriate. Please email form to [yvonne.farrell-stinson@york.ca](mailto:yvonne.farrell-stinson@york.ca) or fax to the Housing Access Unit at 905-830-5023.