



Community and Health Services Department
Housing Services Branch

**APPLICANTS YOU WERE
UNABLE TO CONTACT**

**Monthly Applicant
Activity Report**

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

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

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

Reasons:

- a) Phone number not in service
- b) Left voicemail message, no response
- c) Left message with person who answered the phone, no response
- d) Repeated attempts to contact (3 or more) unsuccessfully
- e) Incorrect Address
- f) Other (please explain)

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

Applicant	Client #	Date Attempt to Contact Made	Reason Code	Comments

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 or fax to the Housing Access Unit at **905-830-5023**.