

Social Housing FINAL REVIEW

Information and Application



Information for Social Housing Applicants and Tenants/Members Regarding Final Reviews of Certain Decisions

What are Final Reviews?

Final Reviews are conducted by the City of London Housing Division on matters that have already been addressed through an internal review by either the Housing Access Centre or the social housing provider.

Final reviews are specific to social housing/ rent-g geared-to-income issues governed under the *Housing Services Act, 2011* and related local rules.

This **DOES NOT INCLUDE** matters that fall under the *Residential Tenancies Act, 2006* or issues related to co-operative housing.

Questions?

See your Housing Provider or visit or call the City of London Housing Division:

Website: www.london.ca/housing

Email: housing@london.ca

Phone: 519-661-0861

When and How do I Request a Final Review?

You must already have requested an internal review and have received a Notice of Decision letter on the internal review.

Please complete the **Request for Final Review form** on the back side of this brochure (or on Page 2 of the online version). Please include a copy of the Notice of Decision letter(s) that you received.

Send your request for a Final Review by mail or drop off to:

REQUEST FOR FINAL REVIEW
Attention: Manager, Housing Services
Citi Plaza, 355 Wellington Street, Suite 248
London, ON N6A 3N7

The request **must** include: your full name, current address, the reason you disagree with the internal review decision (why you want a final review), any information you feel may be useful in support of your request, and your signature.

Your request **must** be received within 10 days from the date you received the Notice of Internal Review decision letter.

Please Note:

You will be contacted within 10 business days from when the City receives your request with further details on your Final Review.



Request for Final Review

For office use only

Client number

Final Review requested by

Last name		First name and middle initial	
Telephone number?		Can we leave a message at this number? <input type="radio"/> Yes <input type="radio"/> No	
Alternate contact name & telephone number		Can we leave a message at this number? <input type="radio"/> Yes <input type="radio"/> No	
Apartment number	Current address		
City	Province	Postal code	E-mail address

1. Attach your Notice of Internal Review Decision letter.
2. Reason(s) for the request for the final review.
 - Eligibility for rent-geared-to-income assistance
 - Size and type of unit that a household is eligible for
 - Priority category (for new applicants and transfers)
 - Amount of rent-geared-to-income rent payable
 - Eligibility for special needs housing applicants
 - Ending of eligibility for special needs households
 - Other (Please specify): _____
3. Why do you disagree with the decision made? *Below please write a brief explanation why **and** attach supporting documentation.*

4. Is an in-person meeting being requested. (Final Reviews do not require an in-person meeting unless requested) Yes No
5. Do you have an advocate/secondary representative? Yes No If yes, please complete the following.

Contact name of advocate/secondary representative	Agency name	Contact number
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You must sign this Request for Final Review form. It must be received by the Housing Division within 10 business days from your receipt of the Notice of Internal Review Letter Decision you are appealing. Make sure that the information you give is complete. Your signature also allows the Final Review Body to contact your advocate or representative to discuss the matter on your behalf.

The personal information collected on this form is collected under the authority of the *Housing Services Act, 2011* and will be used to determine suitability and eligibility for housing, continuation of housing and the appropriate rent scale and rent geared-to-income charge. Questions about this collection should be addressed to the Manager, Housing Services at Citi Plaza, 355 Wellington Street, Suite 248, London, ON N6A 3N7.

By signing this form I hereby provide consent for my personal information to be disclosed to housing providers, other municipal or provincial departments and agencies that assist in the provision of social housing and social agencies providing social assistance.

The information that has been provided on this form is to the best of my knowledge accurate. I understand it will be used for the purpose of reviewing my eligibility for social housing.

Signature of applicant/tenant/member (You must be 16 years of age or older to request a Final Review.)

Date signed

For Housing Division use only

Decision made			
Date received	Date of internal review	Date review letter sent	Signature