



London  
CANADA

# Request for Special Priority – Human Trafficking

Housing Access Centre (HAC) /Centre d'accès de logement  
Citi Plaza | 355 Wellington Road | Suite 24, 2<sup>nd</sup> Floor | London ON N6A 3N7  
Tel: 519 661-0861 | Fax : 519-661-4466  
E-mail: [hac@london.ca](mailto:hac@london.ca)

For office use only

Client number

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## Definition of Human Trafficking

For the purpose of Special Priority – Human Trafficking means:

**With respect to a member of a household, one or more incidents of recruitment, transportation, transfer, harbouring or receipt of the member by improper means, including force, abduction, fraud, coercion, deception and repeated provision of a controlled substance, for an illegal purpose, including sexual exploitation or forced labour. (“trait”).**

## Who Can Apply

In order to be qualified under this category, you must

- ✓ Be eligible for Rent-Geared-to-Income assistance housing
- ✓ If you or someone in your household is being or has been trafficked

## Type of Human Trafficking

The types of human trafficking are:

- ✓ Sex trafficking
- ✓ Labour trafficking
- ✓ Forced marriage involving exploitation
- ✓ Other forced illegal activities

## Instructions

Please read carefully before applying for Request for Special Priority status.

1. All Applicants must fill out and sign Section 1 and 2 of the application.
2. Section 3 and 4 must be completed and signed by a qualified professional and by a person who has authority to Bind the agency or organization (See below for a list of professionals).

### PLEASE NOTE:

3. A letter from a qualified professional must be attached to the application describing the indicators of trafficking applicable to the applicant's situation with a second signature by someone who has the authority to Bind the agency or organization (*See the sample letter attached*). All documents from professionals should be original, signed copies on letterhead.
4. Provide any additional document(s) if you wish that demonstrates you or someone in your household has been trafficked.

*If you have been trafficked for more than six months and you believe that you or someone who lives with you is at risk of further trafficking, the letter from your qualified professional and agency or organization must explain the on-going risk.*

## List of professionals:

The Housing Access Centre (HAC) relies on documentation from verifying professionals to ensure that special priority is only given to those who truly qualify. Examples of professionals are:

- |   |  |
|---|--|
| ✓ Doctor                                      | ✓ Indigenous Elder, traditional person or knowledge Keeper   |
| ✓ Registered Practical Nurse                  | ✓ An aboriginal person who provides traditional midwifery services   |
| ✓ RA member of College of Midwives of Ontario | ✓ An individual in a managerial or administrative position health care with a housing provider services  |
| ✓ Lawyer                                      | ✓ Community service worker including community worker, social worker, social service worker, victim worker, settlement services worker, shelter worker, and community legal worker (for the second signature needed) |
| ✓ Member of the Clergy                        |  |
| ✓ Law Enforcement Officer                     |  |
| ✓ Teacher                                     |  |
| ✓ Guidance Counsellor                         |  |
| ✓ Register                                    |  |

**Professional Must put on your Company Letterhead**

{Date}

Housing Access Centre  
Citi Plaza, 355 Wellington Street  
Suite 248, 2<sup>nd</sup> Floor  
London, ON N6A 3N7

**Re: Special Priority – Human Trafficking Verification Letter for {Client’s Full Name}**

To Housing Services Representative:

**Paragraph 1** – please include the nature of the relationship between the client and professional (individual has been my client/patient since.., or client came to the shelter on...date, etc.)

**Paragraph 2** – please state the current or previous connection between the client and Human Trafficking. Please identify whether if they are still being trafficked or have been trafficked within the last 6 months.

**Paragraph 3** – please include specific indicators of trafficking. The indicators should clearly outline the trafficking situation. While it is not necessary to have details of each incident, the information should demonstrate how the client’s situation meets the provincial definition of trafficking which is:

“One or more incidents of recruitment, transportation, transfer, harboring or receipt of the member by improper means, including force, abduction, fraud, coercion, deception and repeated provision of a controlled substance, for an illegal purpose, including sexual exploitation or forced labour.”

**Paragraph 4** - Please include any other any information that is relevant to the request for housing, such as special needs of children, areas of concern to avoid and any special requests (ie floor level, townhouse only)

{Signature of professional who prepared the record}

{Print full name, position/title}

{Signature by the second person who has the authority to bind the agency or organization}

{Print full name, position/title}



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## Section 1: Applicant Information

### To be filled out by the applicant

Last name		First name		Middle initial(s)
Home Phone #:	Can we call you at home? <input type="radio"/> Yes <input type="radio"/> No		Mobile Phone #:	Can we call your mobile? <input type="radio"/> Yes <input type="radio"/> No
Work telephone #:	Ext. #:	Can we call you at work? <input type="radio"/> Yes <input type="radio"/> No	Email:	
Apartment/Unit #:	Current address			
City		Province	Postal code	

### If it is not safe to send mail to your address above, please provide a safe alternative contact information below

Last name of the contact		First name of the contact		
Apartment/Unit #:	Current Address			
City		Province	Postal code	
Telephone #:	Mobile Phone #:		Email:	

### Declaration and Consent to Disclosure

Were you or someone who lives with you the trafficked person? <input type="radio"/> Yes <input type="radio"/> No	Enter Full name
---	-----------------

This section must be completed by the person who was trafficked. If that person is under the age of 16 or is unable for any reason to sign the consent or to give a valid consent, the consent may be signed for the trafficked person's behalf by the parent or guardian; an attorney under a power of attorney that authorizes that attorney to give the consent on the trafficked person's behalf; or a person who is otherwise authorized to give the consent on the trafficked person's behalf.

I request that my application is given special priority ranking on the waiting list.

I promise that everything I have written on this form is true and complete.

I understand that all the information I give to the Housing Access Centre (HAC), will belong to the City of London.

I, \_\_\_\_\_ hereby authorize and consent to the disclosure to HAC of  
(Full name of applicant)

information and documents required by HAC for the purpose of verifying the statements on this form and assessing my eligibility for special priority status.

I further understand that if I will be at risk of being trafficked by the trafficking individual if I attempt to obtain information or a document, HAC shall not require me to provide that information or document.

\_\_\_\_\_  
Signature of applicant (or a person authorized to sign on behalf of the trafficked person)

\_\_\_\_\_  
Date



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## Section 2: Verification of Human Trafficking

### Applicant Authorization

This section must be completed by the person who was trafficked. If that person is under the age of 16 or is unable for any reason to sign the consent or to give a valid consent, the consent may be signed for the trafficked person's behalf by the parent or guardian; an attorney under a power of attorney that authorizes that attorney to give the consent on the trafficked person's behalf; or a person who is otherwise authorized to give the consent on the trafficked person's behalf.

I \_\_\_\_\_ have applied for special priority status on the City of  
*(Full name of applicant)*

London's rent-geared-to-income assistance (RGI) waiting list.

AND

I, hereby authorize \_\_\_\_\_, my \_\_\_\_\_  
*(Enter the full name of professional)* *(professional relationship, e.g. doctor, teacher, lawyer, etc)*

to complete this form and consent to the disclosure of any supporting information requested by the Housing Access Center (HAC) to assess my application.

\_\_\_\_\_  
Signature of applicant (or a person authorized to sign on behalf of the trafficked person)

\_\_\_\_\_  
Date

## Section 3: Professionals Information and Declaration

### To be filled out by the Professional

The applicant's request for special priority – Human Trafficking cannot be considered without this completed section of the form AND the letter describing the indicators of trafficking that apply to the applicant's situation.

Full name		Professional relationship	
Type/Name of organization		Telephone #:	
Address	City	Province	Postal code

I have reviewed the definition and indicators of trafficking outlined in this form and in my professional capacity have attached a letter describing the indicators of the trafficking applicable to the applicant's circumstances.  Yes  No

I declare that to the best of my knowledge, the information I have provided in the attached letter is an accurate account of the applicant's situation.  Yes  No

I understand that HAC will rely on the information I have provided to assess the applicant's eligibility for special priority.  Yes  No

\_\_\_\_\_  
Signature of person who prepared the record

\_\_\_\_\_  
Date



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## Section 4: Person of Authority

### To be filled out by the person who has the authority to Bind the agency or organization

The applicant's request for special priority-Human Trafficking cannot be considered without this completed section of the form from the person who has the authority to Bind the agency or organization

Full name		Position/Title	
Name of organization		Telephone #:	Extension #:
Email		Mobile Phone #:	
Address	City	Province	Postal code

I have reviewed the definition and indicators of trafficking outlined in this form and in my professional capacity have read the letter from the professional describing the indicators of the trafficking applicable to the applicant's circumstances.  Yes  No

I declare that to the best of my knowledge, the information that is provided in the attached letter is an accurate account of the applicant's situation.  Yes  No

Signature of professional

Date

The Request for Special Priority – Human Trafficking form and attached documents can be submitted with your basic application for Rent-geared-to-income housing.

Your complete application can be mailed, emailed, or delivered to:

The Corporation of the City of London  
Housing Access Centre  
Citi Plaza, 355 Wellington Street  
Suite 248, 2<sup>nd</sup> Floor  
London, ON N6A 3N7

Email: [hac@london.ca](mailto:hac@london.ca)

### **APPLICATIONS WILL NOT BE ACCEPTED BY FAX**

Inquiries can be directed to 519-661-0861

Personal information contained on this form or in attachments is collected, pursuant to the *Housing Services Act (2011) Sections 169-176* or the *Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c M.56)*. This information will be used to determine suitability and eligibility for housing applied to, a continuation of housing and the appropriate rent scale and rent-geared-to-income charge. Personal information may 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 to the applicant. All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and you are required to provide supporting material for the purpose of processing the application.