



London  
CANADA

# Request for Urgent Homeless Status

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 Urgent Homeless Status

For the purposes of allowing Homeless individuals and families priority to social housing in the City of London and the County of Middlesex, the term “homeless” includes:

- Person(s) living in housing condemned by the municipality;
- Person(s) whose housing has recently been destroyed by fire or natural disaster and have no place to live;
- Person(s) about to be discharged from a hospital or another medical facility, who cannot return to their former place or residence and have no place to live;
- Households whose child(ren) would be returned to their custody by a child protection agency when the adequate housing is provided and lack of housing is the only condition of custody left outstanding;
- Households without permanent residence such as living on the street or in a motel;
- Households who use the emergency shelter system;
- Families separated due to lack of affordable housing.

## What You Need to Apply

- All Applicants must fill out and sign Section 1 and 2 of the Request for Urgent Homeless Status form.
- Section 3 must be completed by a professional/agency and answer all questions and statements (see a list of Professionals/Agencies below).
- A letter outlining the circumstances must be attached by a professional/agency.

### Please note:

- ***If the applicant is living in a shelter we do not require a support letter.***

## List of Professionals/Agencies

In order to assess the applicant’s request for Urgent Homeless Status, a written verification of the applicant’s situation is required from someone who is not a member of the household but has knowledge of the applicant’s homeless situation.

- |   |  |
|---|--|
| ✓ Doctor                                      | ✓ A social worker or social service agency worker                                  |
| ✓ Lawyer                                      | ✓ Settlement services worker   |
| ✓ Shelter worker                              | ✓ Community health care worker   |
| ✓ Member of the clergy                        | ✓ Counselor/psychologist   |
| ✓ Victim services worker                      | ✓ Law Enforcement Officer  |
| ✓ Teacher                                     | ✓ Victim services worker   |
| ✓ Registered nurse                            | ✓ Community legal worker   |
| ✓ Any service agency or medical care facility | ✓ An individual in a managerial or administrative position with a housing provider |

## Information

As receiving Urgent status may allow applicants to move ahead of other applicants on the waiting lists for housing, the Housing Access Centre must ensure that this status is reserved for those who truly need it.

**Note: Deliberately providing false or inaccurate information for the purpose of receiving priority for RGI assistance will affect your status and eligibility for housing.**

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.



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## Section 1: Applicant Information

### The person applying is 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 you on mobile? <input type="radio"/> Yes <input type="radio"/> No	
Work Phone #:		Extension #:		Can we call you at work? <input type="radio"/> Yes <input type="radio"/> No	
				Email	
Apartment/Unit #:		Current address		City	
				Province	
				Postal Code	
<b>If it is not safe to send mail to your address above, please provide a safe alternative contact information below</b>					
Last name of the contact			First name of the contact		
Apartment/Unit #:		Current Address		City	
				Province	
				Postal Code	
Phone number of the contact		Mobile number of the contact		Email	

## Section 2. Declaration and Consent to Disclosure

This section must be completed by the person who is applying for Urgent Homeless status. 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 on the 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 person's behalf; or a person who is otherwise authorized to give the consent on the person's behalf.

I request that my application is given an urgent homeless status on the centralized waiting list for subsidized housing.

I declare 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 Urgent Homeless status.

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

\_\_\_\_\_  
Date



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## Section 3: Verification for Urgent Homeless Status

### To be completed by the Professional/Agency

Your patient/client has applied for social housing through the Housing Access Centre to Housing and may be eligible for urgent homeless status since they have declared they are: without shelter, living in temporary / emergency housing or are separated from family members, etc., due to the lack of housing.

The applicant's request for urgent homeless status cannot be considered without this completed section of the form. The professional/ agency must complete this section, answer all of the questions and statements, AND attached a letter outlining the circumstances of the applicant's situation.

Professional full name

Position/Title

Type/Name of organization

Telephone #:

Email

Address

City

Province

Postal Code

### Please check all that applies to the applicant:

The applicant is currently living in substandard housing which has been condemned by the municipality.  Yes  No

The applicant's accommodation has recently been destroyed by fire or natural disaster.  Yes  No

The applicant is awaiting release from a hospital or other medical facility and cannot return to their former place or residence.  Yes  No

The applicant's child(ren) would be returned to their custody by a child protection agency when the adequate housing is provided and lack of housing is the only condition of custody left outstanding.  Yes  No

The applicant is currently without a permanent resident or shelter.  Yes  No

The applicant is currently separated from family members due to lack of housing.  Yes  No

The applicant is currently living with family/friends.  Yes  No

If yes, please provide the information below:

Date applicant moved into this accommodation: \_\_\_\_\_

The applicant is currently staying in an emergency shelter  Yes  No

If yes, please provide the name of the agency or shelter and location below:

Name of agency or shelter: \_\_\_\_\_

Location: \_\_\_\_\_



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**Professionals/Agencies providing verification must answer all of the following statements:**

I have reviewed the information about the verification process necessary to access eligibility for rent-geared-to-income assistance under the City of London's Urgent Homeless Status. The applicant to whom I have provided services/assistance and whose situation I am aware of should be considered for an Urgent Homeless Status.  Yes  No

I am aware of my responsibility in providing verification and declare that the information I have provided is an accurate account of the applicant's situation to the best of my knowledge.  Yes  No

I have attached a letter providing information about the applicant's situation  Yes  No

I have a professional relationship with this client and am eligible to complete this form.  Yes  No

\_\_\_\_\_  
Signature of professional

\_\_\_\_\_  
Date

The Request for Urgent Homeless Status 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