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| **HOUSING PROVIDER:** |  | **COMPLETED BY:** |  | **DATE:** |  |
| Under the *Housing Services Act, 2011* (*O. Reg. 367/11 s.18*) housing providers may refuse to offer a unit to an applicant if:   1. The applicant does not meet the mandate of the provider under section 76 of the *Housing Services Act, 2011* 2. The applicant’s rental history indicates they are not likely to pay rent 3. The applicant is not likely to participate as a member of a housing cooperative 4. The unit is a shared unit and the housing provider has reason to believe this is not suitable 5. The unit’s physical characteristics are not suitable for the household 6. Within the past five years, a member of the household was evicted from a community housing unit due to an illegal act outlined in   [*O. Reg. 367/11*, s. 50(1)5](https://www.ontario.ca/laws/regulation/110367#BK75).   1. The level of service required by a special needs applicant does not match the level of service provided for the unit 2. An applicant is ineligible for special needs housing   **Enter the appropriate reason code (a – h) in the space below.**  **You MUST notify the applicant that you refused them within seven business days of the decision 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 |
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**Please submit this report monthly – even if you do not have any activity. You can submit more often, if appropriate.** Please email form to

**kirsten.lam@york.ca** or fax to the Housing Access Unit at **905-830-5023**.