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

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| **Reasons:** |
| 1. Phone number not in service 2. Did not receive a response to a message left with a person other than the applicant 3. Repeated attempts to contact (three or more) unsuccessfully 4. An email message bounced 5. Incorrect address 6. Other (please explain)   **Enter the appropriate reason code (a – f) in the space below and briefly outline attempts to contact the applicant.** |

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| --- | --- | --- | --- | --- |
| Applicant | Client # | Date Attempt to Contact Made | Reason Code | Comments |
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**Please submit this report within seven business days if you are unable to contact an applicant.** Email form to **kirsten.lam@york.ca** or fax to the Housing Access Unit at **905-830-5023**.