



<p>Team Name: Elderly Persons' Housing Working Group</p> <p>Team Lead: Vice President Finance & Capital</p> <p>Approved by: Vice President Finance & Capital</p>	<p>Reference Number: ORG.2110.PR.003</p> <p>Program Area: Elderly Persons' Housing</p> <p>Policy Section: General</p>
<p>Issue Date: January 23 2015</p> <p>Review Date:</p> <p>Revision Date: January 10 2017</p>	<p>Subject: Withdrawal of Application or Refusal of a Unit in Elderly Persons' Housing</p>

SUBJECT:

Withdrawal of Application or Refusal of a Unit in Elderly Persons' Housing

BOARD POLICY REFERENCE:

Executive Limitation – 02: Treatment of Clients

PROCEDURE

1. Withdrawal of application or refusal of a unit is only accepted from applicant(s) or the alternate contact identified in the application form.
2. Document receipt of withdrawal of application or refusal of a unit on Withdrawal of Application / Refusal of Unit Form (ORG.2110.PR.003.FORM.01).
3. Documentation includes:
 - Date
 - Time
 - Name of Applicant(s)
 - Name of individual communicating the information.
 - Method of communication
 - Current address of individual communicating the information (applicant(s) or alternate contact).
 - Signature and title of individual receiving the information.
4. Withdrawal of Application:
 - a. Send a letter to above individual(s) confirming:
 - receipt of information
 - application form and any accompanying information will be destroyed
 - re-application will be required.
 - b. Destroy application and supporting documents 60 days after confirmation letter has been sent.
5. Refusal of a unit:

For Subsidized housing only: confirm individual(s)' ongoing eligibility.

For all applications:

- a. Send a letter to above individual(s) confirming that the revised application date will reflect the date of refusal.
- b. Update wait list with revised application date.

For Regency House and Rotary Park only: applicants will be informed, with refusal of a unit, that application will be destroyed and re-application will be required.

6. Maintain a copy of confirmation letter and Withdrawal of Application / Refusal of Unit Form for a minimum of two years.

SUPPORTING DOCUMENT

[ORG.2110.PR.003.FORM.01](#)

Withdrawal of Application / Refusal of Unit Form