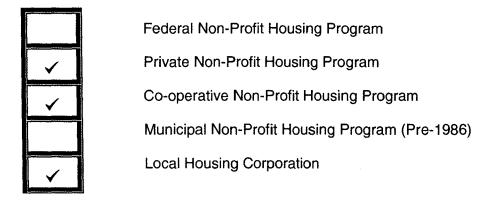


## **Housing Division Notice**

Date: February 24, 2003 HDN# 2003 - 49

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note, if your program is **not checked**, this change is **not applicable** to your project.



Subject: RECORD OF REFUSAL TO OFFER

## **Background:**

- O. Regulation 339/01 S. 18 identifies the areas where a Housing Provider may refuse to offer a unit to a household. Furthermore, this section outlines the process that the Housing Provider is required to take in respect to notifying the household of the refusal. The Housing Provider notice must:
  - (1) be in writing and given to the household not more than 10 days after the Housing Provider offers the unit to another household,
  - (2) contain the reasons for the Housing Provider's refusal to offer the unit to the household and set out the facts on which the Housing Provider relied in making its decision,
  - (3) set out the procedures established by the Housing Provider for an internal review (appeal) of the Housing Provider's refusal to offer the unit to the household
- O. Reg. 339/01 S. 19 details the process if a Housing Provider refuses to offer a unit to a household. The Housing Provider shall maintain a written record of its decision, including a copy of the notice given to the household and the information used by the Housing Provider in making its decision to refuse to offer the

unit to the household, for a period of at least seven (7) years after the day the notice of the decision is given to the household.

O. Reg. 339/01 S. 20 details the procedures that the Housing Provider shall establish for an internal review (appeal) of a refusal to offer a unit to a household. For additional information, refer to HDN #2002 -04.

## **Action:**

The Housing Provider to establish proper procedures as noted above when dealing with a refusal to offer.

Louise Stevens Director of Housing