



267 Dundas Street
2nd Floor
London, ON
N6A 1H2

London
CANADA

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.

<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

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