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.

- 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