

# Special Priority Placement (SPP) on the RGI Housing Wait List

## Special Priority

Special Priority is for applicants who have been abused by another person living in their household or have been a victim of human trafficking. It is intended to help you separate permanently from the person abusing you. Special Priority is provided to applicants whose personal safety is at risk. Your application may be given Special Priority on the waiting list if:

- You are eligible for Rent-Geared-to-Income (RGI) housing
- You make the request in writing (using this form)
- You are 16 years of age or older, or provide an authorized signature
- You or a member of the household has experienced abuse or trafficking
- The abusing individual is, or was, living with the applicant
- The applicant intends to live permanently apart from the abuser

## Abuse and Human Trafficking

For the purpose of Special Priority, abuse means:

- One or more incidents of physical or sexual violence, controlling behaviour, intentional destruction or intentional injury to property, words/ actions/ gestures that threaten an individual or lead an individual to fear for his or her safety.

For the purpose of Special Priority, trafficking means:

- One or more incidents of recruitment, transportation, transfer, harbouring or receipt of the member by improper means, including force, abduction, fraud, coercion, deception and repeated provision of a controlled substance for an illegal purpose, including sexual exploitation or forced labour.

## Relationship to the abuser

For the purpose of Special Priority, the abuser must be:

- The abused person's partner, spouse, parent, child or other relative
- The abused person's immigration sponsor
- A person on whom the abused person is emotionally, physically or financially dependant

## Your Contact Information

Applicant First & Last Name:												
Phone number:				-				-				
Email Address:												
Current Address:	(street/unit number, street name)											
City:								Postal code:				

### Housing Access Peterborough (HAP)

Phone 705-748-8830 or toll free 1-855-738-3755 or Email [hapinfo@peterborough.ca](mailto:hapinfo@peterborough.ca)  
Social Services 178 Charlotte Street PO Box 4138, Peterborough, ON K9J 8S1

**Questions about contacting you:**

1. Can we call you?

- Yes.  
 No.

2. Can we email you?

- Yes.  
 No.

3. Can we send mail?

- Yes.  
 No. If you would prefer us to not send mail to the address above, please provide an alternate contact:

**Alternate Contact Information**

Alternate Contact First & Last Name:												
Relationship:	(relationship to the Applicant)											
Agency/Shelter:	(provide name if applicable)											
Phone number:					-							
Other contact information:												
<p><b>Do we have your consent to contact the Alternative Contact listed above?</b></p> <p><input type="checkbox"/> Yes. <input type="checkbox"/> No.</p> <p><b>Signature:</b> _____</p>												

**In the event that the abused member is under the age of 16, authorized person:**

Authorized Person First & Last Name:											
Relationship:	(relationship to the Applicant)										
<p><b>Signature:</b> _____</p>											

## Details of Special Priority Due to Abuse Request

Name of Abuser (First & Last Name):	
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**This information is only for the purpose of verifying that you lived together.**

Your relationship to the Abuser:	<input type="checkbox"/> Partner/Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Other family member <input type="checkbox"/> Immigrant Sponsor <input type="checkbox"/> Someone whom you are emotionally, physically or financially dependent upon, or who is dependent on you. Please describe: _____ _____ _____
Do you presently reside with the abuser?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. If no please specify the date you separated from the abuser: _____
I intend to live permanently apart from the above-named individual	<input type="checkbox"/> Yes. <input type="checkbox"/> No.

### Accompanying Documents Needed for Special Priority Due to Abuse

- Verification of Recent Cohabitation
- Letter from an authorized professional or other verifying documentation

## Details of Special Priority Due to Trafficking Request

Have you, or another member of your household been a victim of human trafficking?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
Is the trafficking still occurring?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. If no, please specify the date the trafficking ended: _____

### Accompanying Documents Needed for Special Priority Due to Trafficking

- Letter from an authorized professional or other verifying documentation

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## Declaration, Consent and Release from Applicant

The personal information disclosed in this form will be used only for the purpose of evaluating the household's eligibility for Special Priority Placement (SPP) status. The use and disclosure by Housing Access Peterborough of the personal information in this form will be subject to the **Housing Service Act, 2011**, the **Personal Health Information Protection Act** as applicable, and the **Municipal Freedom of Information and Protection of Privacy Act**.

I understand that Housing Access Peterborough (HAP) requires the requested personal information to determine my eligibility for Special Priority Placement (SPP) status.

I consent to the verification of my personal information on any social assistance database.

I consent to HAP using, verifying and retaining this information in my housing file, for the purposes identified on this form.

I consent to the destruction of the Verification Records and all supporting documentation if I become ineligible for RGI assistance or I become housed.

Applicant Name (printed): \_\_\_\_\_

Applicant Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

## Next Steps

Your paperwork will be reviewed by Housing Access Peterborough and you will be contacted using the information you provided above.

Within 7 business days of receipt of this form, you will be advised whether it is complete.

If your application is incomplete you will be provided with written information about what else you need to submit.

If the request for Special Priority Placement status is denied, the applicant will be given an opportunity for a final Appeal Panel Review.

If you have any questions, please contact the Housing Access Peterborough Lead at Peterborough Social Services, 178 Charlotte Street, PO Box 4138, Peterborough, ON K9J 8S1 or 705-748-8830.

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