

# Peterborough Review Committee

## Appeal Form- Housing Provider/ Housing Access Peterborough (HAP)

A tenant or applicant has asked for a third-party review of a decision that was made by you. As you will see in the attached flowchart, the first step is that you have already reviewed the decision and have decided that it should be upheld. The Service Manager has also reviewed the application and determined that it is eligible for review.

You will be invited to attend a hearing to review this decision. The Review Committee will be made up of two other Housing Providers and the Service Manager who were not involved in the original decision.

An employee from Housing Services will contact you to confirm the date and time of the hearing. **Please complete these forms, attach any relevant documentation, and submit to the contact below prior to the hearing.** You will be asked to review the information in the hearing with the Committee Members and appellant present.

### Type of decision being reviewed:

- ☐ Ineligibility for RGI assistance (applicants or existing tenants/members)
- ☐ Ineligibility for a modified or special needs unit
- ☐ The amount of rent payable by the household
- ☐ The size of the unit for which the household may receive RGI, including any requirement to move to a smaller unit
- ☐ Ineligibility for priority status on the Centralized or Internal Transfer Wait Lists

### Housing Provider/HAP Staff Member's Contact Information:

<b>Name:</b>	<b>Date:</b>
<b>Position:</b>	
<b>Telephone:</b>	<b>Email:</b>

Tenant/Member/Applicant's Contact Information:

<b>Name:</b>
<b>Address:</b>
<b>Phone Number:</b>

### Decision Under Review

**Date of Original Decision:**

**Summary and timelines of decision:** (Please attach additional pages if needed)

**Attach any relevant documentation that you think that the Committee should review. Be sure to include any relevant legislation, rules or internal procedures that helped you make the decision.**

**Prior to the hearing, forward completed Review Hearing Form (this entire form and any supporting documents) to:**

Housing Services, Social Services Division  
178 Charlotte Street, PO Box 4138  
Peterborough, ON K9J 8S1

**Phone:** 705-748-8830 ext. 3893 **Fax:** 705-742-5218

**Email:** [ptboreview@peterborough.ca](mailto:ptboreview@peterborough.ca)



