

Peterborough Review Committee (PRC)

Appeal Form - Community Housing Tenant, Member or Applicant

The Peterborough Review Committee reviews decisions made by Housing Access Peterborough (HAP) or Community Housing Providers where the tenant, member or applicant doesn't agree with the decision. Please see attached brochure for more information.

Filling out this form and sending it in means that you are asking for a review of a decision. Before asking for a review you must first speak with the person who made the decision and they must decide that they will not change it.

A request for a review must be made within 20-days of the decision. If it has been longer than that, please include the reason for the extra time in your description below.

At the discretion of the service manager, if a hearing is required you will be invited to attend. You may bring someone with you to help you feel more comfortable. The Review Committee will be made up of two Housing Providers who were not involved in the original decision, as well as the Service Manager. Everyone, including the person who made the decision, will be in the room at the same time. Once everyone has given their information and the Committee has asked questions, you will be able to leave and the decision will be sent to you within 5 business days.

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

Please contact your Housing Provider, HAP or Housing Services if you need any help filling out this form.

Type of decision being reviewed:

I disagree with:

- ☐ The reason I lost my Rent-Geared-to-Income (RGI) assistance
- ☐ The decision that I am not eligible for RGI
- ☐ The size and/or type of unit I was told that I am eligible for (including special needs or modified)
- ☐ The size and/or type of unit that I was told I need to move to
- ☐ The decision that was made about not being a special priority
- ☐ The amount of rent I'm told I have to pay
- ☐ Other _____

Has this decision been discussed with the person who made the original decision (i.e. your Housing Provider or HAP)?

- ☐ Yes
☐ No

If no, please stop your application at this time and discuss your concerns with them first before requesting a review through PRC.

Has this decision (or a related decision) been to the PRC before?

- ☐ Yes
☐ No

If yes, please stop your application. PRC decisions are final and not open to further appeal.

Tenant/ Applicant/ Member's Contact Information:

Name:	
Address:	
Telephone:	Email:
Housing Provider/HAP:	The decision I am appealing was made by:

Do you, or anyone attending with you, have special needs that we should be aware of to prepare for the meeting? Are you able to meet virtually by Zoom or other online format?

- ☐ Yes
☐ No

Comments: _____

Decision Under Review

Date of Original Decision:

Current Date:

If this is more than 20 days after the decision, explain below why you need extra time.

Please provide some details on the decision that was made and why you disagree with it. Feel free to attach extra sheets or copies of any paperwork that you think that the Committee should look at.

Applicant Consent: I consent to the City of Peterborough obtaining, disclosing or exchanging my personal or other information (including information in tenancy files or other files) at any time, from, to or with my Housing Provider and/or other contact persons named on this form.

Signature

Forward completed Appeal Form (this entire form and any supporting documents) directly to:

Housing Access Peterborough, Social Services Division
178 Charlotte Street
Peterborough, ON K9J 8S1

Phone: 705-748-8830 **Fax:** 705-743-3373

Email: hapinfo@peterborough.ca