

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 does not agree with the decision that was made. Please see the attached brochure for more information.

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

A request for an appeal 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.

A review will be conducted by the PRC, by first reviewing this form, any attached documentation, any relevant legislation, and by speaking to both parties.

If the PRC is unable to make a decision based on the documentation provided and, after speaking to the parties involved, you will be contacted, and a hearing may be booked.

If a Hearing is booked:

The Review Committee will be made up of a minimum of one Housing Provider who was not involved in the original decision, as well as a representative of the PRC. 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 them to the contact below.

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 that I was told 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 my eligibility for the Special Priority list.

The amount of rent I am told I have to pay.

Other

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

Yes

No

If your answer is 'Yes', please stop your application. Peterborough Review Committee (PRC) decisions are final and not open to further appeal.

Tenant / Applicant / Member's Contact Information

Name:

Address:

Telephone:

Email:

Housing Provider (HP) / 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 Zoon or another on-line format if in person is not possible?

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 person 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, PO Box 4138
Peterborough, ON, K9J 8S1

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

Email: hapinfo@peterborough.ca