
Opportunity to Comment

An applicant for subsidized housing or a tenant or co-op member of subsidized housing has right to respond to certain information in some cases. This is called an **Opportunity to Comment**.

Sometimes the Central Housing Registry will receive information about you or members of your household from other people that may disqualify you from the waiting list. You will have the chance to explain or disagree with the information before you are disqualified from the waiting list. The registry will send you a letter about the information and you will have 30 days to explain or disagree with the information.

If you explain or disagree with the information and your position on the waiting list still changes based on the information, you will be able to appeal. This means you can ask the registry to review your application again and place you back on the waiting list. The appeal is called an **Internal Review**.

Appeal or Internal Review

An appeal is the same as an internal review. You can appeal a decision made by the registry if the decision is that;

- you are not eligible for subsidized housing
- you are not eligible for special needs housing
- you do not qualify for the size of unit you think you need
- you are placed on the waiting list in a different category than you think you should be

Asking for an appeal – at the Registry

Asking for an appeal is easy but you must ask for an appeal in a certain way. Your request;

- must be made in writing
- must be made no later than 10 business days after you received the notice of a decision you disagree with. An extension may be allowed for different reasons.

Simply send your letter to: **Manager - Central Housing Registry – Windsor-Essex County**
2470 Dougall Avenue, Unit 6, Windsor, Ontario N8X 1T2

Other Appeals

You may also ask for an appeal about other decisions made by a social housing provider. You can appeal to the social housing provider if;

- you are not selected for housing after you have been contacted that a unit was available for you
- you are a tenant or co-op member of subsidized housing and you disagree with the amount of rent you have been asked to pay

Asking for an appeal in these cases is easy but you must ask for an appeal in a certain way. Your request;

- must be made in writing
- must be made no later than 10 business days after you received the notice of a decision you disagree with. An extension may be allowed for different reasons.

Simply send your letter to the organization that made the decision.

General Information

- Social housing providers have rules about appeals. You may ask for a copy of the rules.
- There are special rules for Special Priority (victims of abuse) applicants.
- No one who took part in the first decision can take part in the appeal decision.
- You may receive assistance from your lawyer or Legal Assistance of Windsor (519-256-7831) or Community Legal Aid (519-253-7150)

Central Housing Registry – Windsor / Essex County

Providing co-ordinated access to social housing in our communities

IMPORTANT

This Information Sheet is intended to highlight some of the information related to rent geared-to-income housing. It is not intended to provide all the information you may need to know. FOR MORE INFORMATION CONTACT:

Windsor Office: 519-254-6994

Essex Office: 519-776-4631