

SH-F02a: NOTICE OF COMPLETE APPLICATION RECEIVED

**HEALTH & FAMILY SERVICES
SOCIAL HOUSING DIVISION
TELEPHONE (519) 351-8573 FAX (519) 351-6404**

NOTICE OF COMPLETE APPLICATION RECEIVED

Date

Name

Address

City, Province

Postal Code

Dear:

Your completed application for assisted accommodation was received in our office on **<date>**.

In order to further process your application, an appointment must be arranged. Within seven (7) days, please call our office at **351-1228 ext. 2142** between **9:00 a.m. and 3:00 p.m.** and speak to the Housing Services Assistant, who will arrange an interview date and time. It is important that you arrive on time for your appointment. A missed interview may result in a prolonged wait for the next available appointment.

On the scheduled date, an interview located at 435 Grand Avenue West- 1st floor (the back of the Old Kent County building) will be conducted in order to assess your eligibility and answer any questions you may have pertaining to the applicant/tenant placement process. **Please ensure that you bring all pertinent information for each family member, as applicable, to the interview. This information may include income statements, updated bank books/statements, verification of assets, birth certificates, support/custody papers, real estate papers, children's report cards, etc.**

You **MUST** keep us informed of any change of address, phone number or other circumstances affecting your application within 10 days of the that change. Failure to report will affect your placement on the waiting list.

Sincerely,

Chatham-Kent Social Housing

