

**SH-F06: NOTICE OF DECISION – SPECIAL NEEDS HOUSING REQUEST**  
**(include NOTICE OF RIGHT TO APPEAL)**

**NOTICE OF DECISION – SPECIAL NEEDS HOUSING REQUEST**

Date

Name  
 Address  
 City, Province  
 Postal Code

Dear:

Your qualifications for special needs housing have been assessed. As a result of the information received on your application and during your assessment interview, you have been placed in categories on the housing provider waiting list(s) as follows:

Date & Time of Application	Type of Accommodation	Bedroom Size	Status	Geographic Areas
<b>Specifics:</b>				

Housing Providers				

Based on the information provided, an approximate base rent calculation has been determined to be: \$\_\_\_\_\_. Your base rent will be increased or decreased considering any applicable utility charges and/or allowances. The calculated rent will be affected by any change in family composition or income and will be re-calculated at the time that you take occupancy of a housing accommodation.

Please review this information. If any of the above qualifications do not meet with your expectations, please contact our office immediately for clarification. You have the right to appeal the decision by requesting an internal review of the decision. This appeal must be in writing and be received by our office within 10 business days of receiving this notice.

Chatham-Kent Social Housing maintains a Coordinated Access Waiting List (CAWL) on behalf of housing providers in Chatham-Kent. Housing providers will select eligible applicants from the waiting list referred by Chatham-Kent Social Housing.

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

Sincerely,

Chatham-Kent Social Housing