

**Hastings County Community and Human Services
 Housing Services
 Administrative Policies and Procedures**

SUBJECT : Refusal to Offer a Unit Policy by Housing Provider		
APPROVED BY : County Council		
POLICY #: H.P. /L.H.C. 12		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
November 2012	November 2012	November 2016

PURPOSE

To set out the reasons why a Housing Provider can refuse to offer a unit; how the applicant will be notified and how the Housing Provider will review the decision if requested to do so by the household.

SCOPE

This policy applies to Housing Services Act, 2011 Part VII Prescribed Housing Programs and the Hastings Local Housing Corporation.

REQUIREMENT

A Housing Provider has the authority to refuse to offer a unit for the following reasons:

- The Housing Provider has a mandate and offering the unit to the household would be contrary to that mandate
- The Housing Provider has reasonable grounds to believe, based on the household’s rental history, that the household may fail to fulfill its obligations to pay rent for the unit in the amount and at the time the rent is due
- The Housing Provider is a Non-Profit Housing Co-operative and the household does not agree to accept its responsibilities as a member of the Co-operative Housing Provider or the Co-operative Housing Provider has reasonable grounds to believe that the household will not accept or will be unable to accept those responsibilities
- The unit is one in which individuals will reside in a shared living situation and the Housing Provider has reasonable grounds to believe that it is unreasonable for the household to reside in the shared accommodation

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RESPONSIBILITY

The Housing Provider must be able to support and document their decisions regarding refusing units to households.

If a Housing Provider refuses to offer a unit to a household, the Housing Provider must provide the household with the following:

- Written notice within 7 days after the Housing Provider made the decision
- Reasons for the refusal
- Details of how to request a review

The Housing Provider must provide a copy of the written refusal to the Housing Registry.

REFERENCES

Housing Services Act, 2011
O. Reg. 367/11 s. 50