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199 LARCH STREET, SUITE 603
SUDBURY ON P3A 5P3

CP 5000 SUCCA
199 RUE LARCH, BUREAU 603
SUDBURY ON P3A 5P3

Housing Services
City of Greater Sudbury

Services de logement
Ville du Grand Sudbury

Ph. 705.671.2489 or 311 ext. 4678
Fax.705.671.0825

Greater | Grand Sudbury
www.city.greatersudbury.on.ca

REQUEST FOR URGENT STATUS

I/We, _____ request to be considered for urgent status because:

Check all that apply (you must meet at least one (1) of the following criteria in order to be considered for Urgent Status):

_____ I have no permanent address and reside in a hostel/shelter or on the street
_____ My home has been condemned by the municipality and I have an Order of the Court or the Landlord and Tenant Board to vacate
_____ My home has been destroyed by fire or natural disaster
_____ I currently reside in an institution (e.g. hospital, long term care facility) and I cannot be released until suitable housing is found
_____ My child/children are at risk of apprehension or will not be returned by child protection agencies due to not having adequate housing AND the lack of adequate housing is the only protection issue outstanding.

Mailing Address

Mailing Address-Street Number and Street Name	Unit/Apt No.	City/Province	Postal Code	Telephone Number
Email address (please print)				I agree to receive correspondence by way of email. Yes No

Current Address if Different from Above

Current Address-Street Number and Street Name	Unit/Apt No.	City/Province	Postal Code

Please explain your circumstances in detail. If you are homeless, explain why you cannot return to your previous accommodations:

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ Date: _____

Signature: _____ Date:_____

Signature: _____ Date:_____

Confirmation of Urgent Status

City of Greater Sudbury Housing Registry

The confirmation of urgent need must be verified by any of the following professionals, a doctor, a registered nurse or a registered practical nurse, a lawyer, a law enforcement officer, a minister of religion authorized under provincial law to perform marriages, a registered early childhood educator, a teacher, a guidance counsellor, an individual in a managerial or administrative position with a housing provider, an Indigenous Elder, an Indigenous Traditional Person or Indigenous Knowledge Keeper, a member of the College of Midwives of Ontario, an aboriginal person who provides traditional midwifery services, a registered social worker, a registered social service worker, a psychotherapist, a registered psychotherapist or a registered mental health therapist. *Housing Services Act, 2011, O. Reg. 367/11, s. 58 (5); O. Reg. 437/17, s. 14 (3),* as amended.

Y__ N__ I have reviewed the information about the verification process of urgent status. The applicant (named below) to whom I have provided services/assistance and whose situation I am aware of should be given urgent status for housing.

Y__ N__ I have attached a letter providing information about the applicant's situation (required)

Y__ N__ I am aware of my responsibility in providing confirmation of urgent status and declare that the information I have provided is an accurate account of the applicant's situation.

Y__ N__ I am a professional who is eligible to complete this form as outlined in this document.

Completed By

Name	**Position/Title**	**Organization**
Address	**Postal Code**	**Telephone** **( )**
Signature		**Date**

To be completed by Applicant

I, _____ hereby authorize and give my consent to:
(Name of applicant)

A. The completion of this form and its submission to the City of Greater Sudbury Housing Registry, and
B. The disclosure to the City of Greater Sudbury Housing Registry of any additional information it may request to clarify the information contained on this form.

Personal information contained on this form is collected under the authority of the Housing Services Act, 2011, S.O. 2011, c. 6 sch. 1 and subject to Municipal Freedom of Information and Protection of Privacy Act, S.O. 1990, cM56. The information will be used to determine current/ongoing eligibility for rent geared to income assistance, special needs housing, geared to income rent payable and for statistical reporting

Revised 01/01/2012

URGENT STATUS - Centralized Wait List

Under the Housing Services Act, 2011 (HSA), the City of Greater Sudbury as Service Manager has been given the flexibility to create local priority categories for the centralized wait list in addition to the mandatory priority given to Special Priority applicants.

City Council approved the creation of one additional "local access priority" beyond the mandatory special priority category in November 2003. Households assigned Urgent status rank immediately below Special Priority applicants and ahead of all other chronological applications.

In order to qualify for Urgent Status, a household would be required to meet one or more of the following criteria: Persons who are living on the street (no shelter - absolute homelessness); or

- Persons living in substandard housing which has been condemned by the municipality, for example: Property Standards violations which require that the unit be vacated in order to complete the work, confirmed by an Order of Court or the Landlord and Tenant Board
- Persons using the emergency shelter system as their primary residence; or
- Persons whose homes have been destroyed by fire or natural disaster; or
- Persons awaiting release from hospital who cannot return to their former place of residence and will not be released until suitable housing is found; or
- Families whose children are at risk of apprehension or will not be returned by child protection agencies due to the household not having adequate housing AND lack of adequate housing is the only protection issue outstanding.

Operational Considerations

- In order for a household to be granted ***Urgent Status,*** all required documentation must be provided at the time of application.
- Households receiving ***Urgent Status*** will be ranked according to the chronological date on which their status was assigned.
- ***Urgent Status*** will be given to applicants/co-applicants where one or both meet the criteria. The person the ***Urgent Status*** is assigned to must be independently eligible to apply for housing and become one of the leaseholders once housed.
- In the case of joint applicants applying for ***Urgent Status*** due to homelessness, in the event that one of the applicants has adequate shelter, the status will not be awarded.
- In situations where a current applicant is to assume the responsibility for the role of care giver/guardian for a dependent person, to be released from a hospital or care facility who cannot return to his/her former place of residence, the applicant may request that the ***Urgent Status*** be assigned.
- If the applicant or household ceases to satisfy the criteria, the ***Urgent Status*** will be removed, (eg. a homeless applicant finds permanent accommodation)
- An applicant with ***Urgent Status*** must be willing to accept any offer of an appropriately sized RGI housing unit within at least one geographic area of their choice (eg. Chelmsford, Capreol, Lively, Sudbury, etc.)
- An applicant with ***Urgent Status*** will lose their status once they have declined an offer for a unit from the project selections made on their application. After refusing a unit, the application will be cancelled.
- Applicant households reserve the right to request a review of any decision relating to ***Urgent Status*** through the City of Greater Sudbury Housing Registry.

Documentation Requirements

- Properly completed Request for Urgent Status and Confirmation of Urgent Status forms must be provided to the Housing Registry in order to qualify for Urgent Status.
- Written notice to the applicant household indicating if the request is complete and/or
- Once a request is complete, written notice of the decision whether or not to grant the applicant's request for Urgent Status