



**Brantford Access  
To Housing**

## ***Who qualifies for URGENT priority status? (as homeless)***

This community has determined that individuals or families that are considered "homeless" are allowed an "urgent" priority status. This means that individuals or families receive priority for one-in-ten vacancies on the waiting list, if the unit is of the appropriate size for the individual or family.

When the applicant's name comes up for one of these units, they will be reassessed to determine if they are still to be considered homeless.

**Applicants who deliberately provide false information for the purposes of qualifying for Urgent status, or rent-g geared-to-income assistance will have this assistance terminated (this means that market rent will be charged).**

### **What is the definition of homeless?**

*"For the purposes of allowing Homeless individuals and families priority to social housing in the City of Brantford and the County of Brant, the term "homeless" includes:*

- 1. an individual, or family who lacks a fixed, regular, and adequate nighttime residence;  
and*
- 2. an individual or family who has a primary nighttime residence that is:*
  - a) supervised publicly or privately operated shelter designed to provide temporary living accommodations,*
  - b) an institution that provides a temporary residence for individuals, or*
  - c) public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."*

### **Verifying the applicant's situation.**

Because urgent status allows the applicant to move ahead of other applicants on the waiting list for housing, the Housing Department must ensure that this status is reserved for those who truly need it. In order to assess the applicant's request for Urgent status, written verification of the

applicant's situation is required from someone who is not a member of the household, but has knowledge of the applicant's urgent situation.

## **Does the applicant get an apartment right away?**

Not necessarily:

1. The applicant's name will be put on the urgent priority list. This means that individuals or families receive priority to one-in-ten vacancies on the waiting list, if the unit is of the appropriate size for the individual or family.
2. When the right sized unit becomes available and the applicant's name is at the top of the list, the applicant will be notified and reassessed to determine they are still considered as an urgent priority i.e. this could be several months after applying and the applicant may have found other accommodation by then, or their living situation may have stabilized.

**It is very important that the Housing Department have a number to reach the applicant when a unit becomes available!**

## **Verification Process**

In order to qualify for Urgent Priority status the attached form must be completed by a: shelter worker, community health worker, doctor, law enforcement officer, teacher/guidance counsellor, member of the clergy, or other service agency or medical care facility staff with knowledge of the applicant's urgent situation.

NOTE: The applicant's name will only be put on the urgent priority waiting list when the housing application package and the attached verification form are complete.

## **Other places to go to help find housing:**

**Housing Resource Centre**, 220 Colborne Street, 759-3330 - 8:30 to 4:30 Mon.-Fri.

**Youth Resource Centre**, 331 Dalhousie Street, 759-1290 or 758-9644

**Salvation Army Booth Centre (men)**, 187 Dalhousie Street, 753-4193

**Nova Vita (women and children)**, 59 North Park Street 752-4357

**Please contact the Tenant Placement Co-ordinator if you have any questions or concerns about qualifying for Urgent Priority status as a homeless individual or family, at 759-3330 ext. 6250**



**Brantford Access  
To Housing**

## Verification for Urgent Priority Status (homeless)

Applicant's Full Name:		Applicant's Date of Birth	
Name of Person completing this form	Job Title/Position:	Organization	
Organization's Address		Organization's Telephone No.	

- I have reviewed the information about the Verification Process necessary to access subsidized housing under the Urgent Priority category as homeless. The applicant (named above) to whom I have provided services/assistance and whose situation I am aware of, should be given Urgent Priority Status.
  
- I am aware of my responsibilities in providing verification information and declare that the information I am providing is a true and accurate account of the applicant's situation to the best of my knowledge.
  
- The following statement summarizes my knowledge of the applicant's homeless situation, and the length of time I've known the individual/family:

---



---



---



---

**OR**

- The attached letter summarizes my knowledge of the urgent situation experienced by the applicant named above.

Signature		Date
Name of Supervisor/Director	Signature	Date

### Who may complete this form?

In order to qualify for Urgent Priority status this form must be completed by a: shelter worker, community health worker, doctor, law enforcement officer, teacher/guidance counsellor, member of the clergy, or other service agency or medical care facility staff with knowledge of the applicant's urgent situation.

**Please contact the Tenant Placement Co-ordinator if you have any questions or concerns about verifying the circumstances for a homeless individual or family for Urgent Priority status, as homeless. 759-3330 ext. 6250**

**CITY OF BRANTFORD HOUSING DEPARTMENT**  
220 Colborne Street, Brantford – Office  
P. O. Box 845, Brantford, ON N3T 5R7 – Mailing Address  
**Telephone (519)759-3330 Fax (519)759-1932**  
October 2005

---