

CLIENT NUMBER:

SECTION 1 – INFORMATION FOR APPLICANTS

This form is for households who:

- Received a notice that they were removed from York Region’s wait list for subsidized housing because they failed to provide an annual update of information
- Are reapplying for the subsidized housing wait list
- Would like to backdate their application to their previous application date

How can you request to backdate an application?

- You must submit a complete Request to Backdate an Application Form to Housing Access Unit
- You must attach a written explanation of your reasons for not completing an annual update of your information

Submit the COMPLETED Request to Backdate an Application form to:

Mail to:

The Regional Municipality of York
Housing Access Unit
17150 Yonge Street, 5th Floor
Newmarket, ON L3Y 8V3

Email: Housing.Access@york.ca

Fax: 905-830-5023

What happens after you submit your Request to Backdate an Application form:

- York Region will review all information on file and any other information you have provided
- A copy of the decision will be mailed to you
- The Region’s decision is final

SECTION 2 – APPLICANT INFORMATION

First name

Last name

Date of Birth (mm/dd/yy)

Street number

Street address

Apartment number

City/Town

Province

Postal code

Phone number

Email Address

SECTION 3 – REQUEST TO BACKDATE

You were removed from the waiting list because you did not update your information with the Housing Access Unit. To keep your place on the waiting list you must update your information every year.

What application date are you requesting to receive? (mm/dd/yy)

Have you attached supporting letters or documents? Yes No

Why were you unable to complete your annual update?

Why did you wait to contact the Region until now?

Why do you feel your application for subsidized housing should be backdated to the date requested?

I declare that the information I provided on this Request to Backdate Application Form is an accurate account of my situation.

Signature of applicant

Date (mm/dd/yy)