

Urgent Priority Verification Form

Definition of Urgent:

Person(s) whose personal safety is significantly at-risk and legal interventions have been exhausted.

If someone has been abusing you (or a member of your household family) but you have never lived with that abusive person, or it has been longer than 6 months since you lived together, and **your personal safety is at risk**, then you may qualify for **Urgent Status**.

Instructions For Applicant

You must provide all of the following documents in order to meet the eligibility requirements for **Urgent Status**:

1. Complete all of the Applicant sections on the Urgent Verification Form.
2. Have a professional (as listed on Page 2) complete the Professional section on the Urgent Verification Form.
3. Have a professional (as listed on Page 2) write a letter on your behalf explaining your situation of abuse.
4. Provide any supporting documentation that may assist us with the application (as listed on Page 4).
5. Provide a safe address and phone number where Access to Housing can contact you.

All information disclosed to Access to Housing will remain confidential.

If you need assistance in completing the Urgent Verification Form, please contact Access to Housing.

Instructions For Professional (as listed on Page 2) Completing This Form

The Applicant is applying for Urgent Status for subsidized housing through Access to Housing. In order for Access to Housing to determine the Applicant's eligibility, we will need the following documents:

1. Completed Urgent Priority Verification Form including the the Professional section on the Page 2.
2. A letter of verification must be attached outlining the nature of the application's situation and remedies that have been attempted to resolve the situation. You may refer to the list of Indicators of Violence/ Abuse on Page 4 of this form if you need assistance in writing your letter.

To be Completed by Professional:

According to the *Housing Services Act, 2011* the following professionals are eligible to provide confirmation of abuse:

▪ Doctor	▪ Member of the Clergy	▪ Registered Social Worker or Social Service Worker
▪ Lawyer	▪ Guidance Counselor	
▪ Teacher	▪ Victim Services Worker	▪ An individual in a managerial or administrative position with a housing provider
▪ Shelter Worker	▪ Settlement Services Worker	
▪ Law Enforcement Officer	▪ Community Health Care Worker	

The professional must answer all the questions below in order for the application to be reviewed.

- I have a professional relationship with this client and am eligible to complete this form.
- My professional assessment is that the applicant has experienced abuse.
- I have attached a letter providing an account of the applicant's situation of abuse and remedies that have been attempted to resolve the situation.
- I am aware of my responsibility in providing the confirmation of abuse and declare that to the best of my knowledge, I have provided an accurate account of the applicant's situation.

Name of Professional	Organization	Position/Title
Address		Telephone
Signature		Date

To be Completed by the Applicant:

I, _____ hereby authorize and consent the completion of this form and its submission to Access to Housing and the disclosure to Access to Housing of any additional information it may request to clarify the information in this form and in the attached letter.

Name (last):	Name (first):
Social Insurance Number:	Birth date (mm/dd/yy)
Current Address:	
City and Postal Code:	Telephone Number:
Signature	Date:

Eligibility Requirements for Urgent Priority Status for the Applicant:

- To receive Urgent Status you must indicate which of the following 3 situations apply to you:
 - I am (or a member of my family was) a member of a household where I (they) have been subject to abuse from another person; or
 - I lived with the abusive person more than six months ago; or
 - I was sponsored by the abusive person
- Name of Abuser and relationship: _____
- I have attached supporting documentation (as defined on page 4 of this form) that will assist Access to Housing with this application
- I am intending to live permanently apart from the abusive person
- I have exhausted legal interventions

To be Completed by Applicant:

Describe your current situation and explain why you are requesting Urgent Priority Status (optional, but may assist in determining status):

(For additional space, please include a separate piece of paper)

Consent to Disclosure

I, _____ hereby authorize and consent to the disclosure to Access to Housing of information and documents required by the agency for the purpose of verifying the above statements provided by myself for eligibility under the Urgent Priority Status category.

I solemnly declare that everything I have written on this form is an accurate description of my situation.

I understand that all information I give to Access to Housing will be stored by Access to Housing (see note below re: personal information).

I consent to the disclosure of my personal information by Access to Housing to the person named as the professional for the purpose of determining eligibility under the Urgent category.

Signature of Applicant	Date
Name Printed	Application Number (office use only)

Indicators of Violence / Abuse:

- Intervention by the police indicating that the applicant was abused by another individual.
- Physical injury caused to the applicant by the abusing individual.
- Use of force by the abusing individual against the applicant to force the member to engage in sexual activity against his or her will
- Undue or unwarranted control by the abusing individual over the applicant's daily personal and financial activities.
- Any words, actions or gestures by the abusing individual that threaten the member or his or her property including, **but not limited to**, the following:
 - Threatening to physically harm the applicant or another member of the household
 - Threatening to destroy or injure the applicant's property
 - Killing or intentionally injuring pets
 - Threatening to remove the applicant's children from the household
 - Threatening to prevent the applicant from having access to his or her children
 - Forcing the applicant to perform degrading acts
 - Terrorizing the applicant
 - Threatening to take action to withdraw form sponsoring the applicant as an immigrant
 - Threatening to take action that might lead to the applicant being deported
 - Other words, actions or gestures which lead to the applicant to fear for his or her safety

Supporting Documentation Examples:

Below are examples of Supporting Documentation (as requested on Page 3) that can be submitted.

- Additional supporting letters from a professional listed on page 2
- Restraining Order
- Peace Bond
- Police Report / Summary Report
- Recognizance of Bail

If none of the above is available, we will discuss other options with you directly

Personal information contained on this form is collected under the authority of the Housing Services Act, 2011 and subject to Municipal Freedom of Information and Protection of Privacy Act, S.O. 1990, c.M.56. All information collected will be kept confidential and used only for the purpose of assessing the applicant's eligibility for Urgent Priority Status. Destruction of confirmation of abuse is to occur; three months after the cancellation of the application; or, three months after the applicant is placed on the regular housing waiting list; or three months after the applicant is housed.

Revised September 2016