

PRIORITY LIST MANAGEMENT



Priority List Management

Community Housing, Direct Rent Supplement and Private Landlord Rent Supplement Programs

Capital Region Housing maintains priority lists for each program based on the applicant household's point score and applicants may select any or all programs and be on all priority lists.

Priority lists for Community Housing are separated by building and bedroom size. Applicant households must apply for the bedroom size based on the rules for who and how many people can share bedrooms. If you have any questions about this, please contact Capital Region Housing.

Priority lists for Direct Rent Supplement are separated by municipality and priority lists for Private Landlord Rent Supplement are separated by municipality, building and bedroom size. The household with the highest point score on the priority list will be allocated the next available subsidy or home appropriate for the household size. If more than one household has the same priority (point score), the household that applied first will have priority.

Applications for transfers within Community Housing will be placed on the priority list for the buildings they have selected.

Updating Applications

It is important that applicants update Capital Region Housing if their situation changes because this may change their point score and place on the priority list.

Applicants can complete a Change of Information form and send it to Capital Region Housing via email, fax, mail or in person.

My mailing address, email address or phone number has changed:

- Please complete the Change of Contact Information form
- If an applicant has the highest priority and there is an available home or subsidy, we need to be able to contact the applicant
- If Capital Region Housing cannot contact an applicant, we may cancel their application
- If you are concerned that it may be difficult to contact you, you can also provide a Consent to Release [hyperlink] that allows Capital Region Housing to contact another person (such as an advocate or family member outside of your household) on your behalf.



If the places where an applicant wants to live has changed or they will need a larger or smaller unit, the applicant must submit a new bedroom listing.

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Removing Applications from the Priority List

Applicant households will remain on the priority list unless:

- Mail sent by Capital Region Housing is returned unopened and there is no other means of contacting the applicant household.
- Attempts to reach the applicant household by phone, email or via approved third-party contacts are unsuccessful after 3 weeks from the initial attempt.
- More than one year passes from the last point of contact from the applicant household, or any person on their behalf.
- The household refuses the offer of housing accommodation twice for no reasonable reasons in either the Community Housing or Private Landlord Rent Supplement programs.
- The household is residing in housing that is not eligible for the Direct Rent Supplement program and informs Capital Region Housing that they will not move to housing that would be eligible.
- The household asks to withdraw their application and be removed from the priority list.

