

Toronto Community
Housing Corporation
931 Yonge Street
Toronto, ON
M4W 2H2



Legal Services
Tel: **416-981-5500** (TRS 7-1-1)
Fax: **416-981-4294**
torontohousing.ca

Accommodation Request Form

Use this form to submit your accommodation request. Please refer to **Section 3** of this Accommodation Request Form and/or the Accommodation Request Procedure found at torontohousing.ca/human-rights/accommodation for instructions on how to submit your request.

Section 1: Your information	
First name: Last name:	Address:
Telephone number:	Is it okay for Toronto Community Housing (TCHC) to leave a voicemail at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email address:	Do you prefer to be contacted by: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Other. Please specify: _____

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Do you require the assistance of an interpreter?

Yes No

If yes, please specify the language: _____

To address your accommodation request, we may need your consent to disclose your personal information and to discuss your request and accommodation needs with third parties. If your request includes information from a third party like a medical professional, please fill in the information below.

I, _____ freely give my consent to the staff, representative and/or agent of Toronto Community Housing to discuss and disclose the following information about me:

- Details of my request
- Accommodation I am seeking
- Other. Please specify: _____

with / to the following individual(s):

Name of individual: _____

Relationship to me: _____

Telephone number: _____

Email address: _____

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Consent:

I understand that the information will be discussed with and disclosed to the above-mentioned individual for the purpose of my accommodation request. *

This consent will be valid for a period of one year from the date of signature below. I understand that I may withdraw my consent at any time by giving written notice to Toronto Community Housing.

Your signature: _____ Date: _____

** Note that TCHC will only share information that is relevant to this request. If at any time you want to withdraw this consent, please send an email to the TCHC accommodation request email address, listed in section 3 of this form.*

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Section 2: Details of your accommodation request

Please indicate under which *Human Rights Code* ground you are requesting accommodation:

- | | |
|--|---|
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Race | <input type="checkbox"/> Sex, pregnancy |
| <input type="checkbox"/> Place of origin | <input type="checkbox"/> Family status |
| <input type="checkbox"/> Ethnic origin | <input type="checkbox"/> Marital status |
| <input type="checkbox"/> Colour | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Gender identity |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Gender expression |
| <input type="checkbox"/> Age | <input type="checkbox"/> Receipt of public assistance |

Have you reported this issue with TCHC before?

- Yes No

If yes, please give details. When did you report this issue? How? With whom?

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Please explain your accommodation need or concern, and how it affects your tenancy. Include all necessary information and be as specific as possible. Attach any relevant supporting documents.

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Please explain what you would like TCHC to do for you. What changes do you need in your unit and/or tenancy to meet the needs you have described above?

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Are there **any other details** you think are important to your request? If yes, please include them below.

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Section 3: Instructions for submission

Once you have completed this form, please submit it to the TCHC Human Rights Program in one of the following ways:

By email: Accommodations@torontohousing.ca

In person:

You may submit this form to your Tenant Service Office. If you do not know where your Tenant Service Office is, please contact the Client Care Centre at **416-981-5500** (TRS 7-1-1) or help@torontohousing.ca.

Assistance completing form:

If you have any questions or need assistance filling out this form, please contact your Tenant Services Coordinator or Supervisor, Tenancy Management.

More information about TCHC's Human Rights Policy and Accommodation Request Procedure can be found at torontohousing.ca/human-rights/accommodation.

Privacy notice – The personal information requested on this form is collected under the authority of the *Housing Services Act 2001*, the *Residential Tenancies Act 2006* and s. 28(2) of the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used and disclosed for the purpose of investigating your request. If you have any questions about the collection of this information, please contact Toronto Community Housing's Information Specialist at 931 Yonge Street, Toronto, ON, M4W 2H2, or **416-981-5500** (TRS 7-1-1).

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Section 4: For office use only		
Date request received:		
Day	Month	Year
Received by (name):		
HoMES Reference No.:		