

## **Priority Access Referral Form: Inadequate Housing**

Some households in Nova Scotia occupy housing which poses an immediate health or safety risk. When a person who qualifies for public housing can demonstrate that their home poses an immediate health or safety risk, they may be eligible for priority access to public housing and be placed on the Priority Access waitlist in chronological order.

### **Information for renter applicants:**

Applicants living in rental units who seek priority access to public housing because they believe they are living in inadequate housing must demonstrate that they have sought to resolve their concerns through the Residential Tenancies Board *before* their application can be assessed. For more information on the Residential Tenancies Program, visit this website:

<https://beta.novascotia.ca/programs-and-services/residential-tenancies-program>

### **Information for homeowner applicants:**

Before applying for public housing, applicants who are homeowners may choose to seek assistance through the Homeowner Residential Rehabilitation Assistance Programs (RRAP) offered by the Department of Municipal Affairs and Housing. Please note that application to the DMAH program is not required for priority access eligibility, however, it may be an option for you and your household. For more information on Homeowner Programs that provide financial assistance to people who own and occupy homes that do not meet minimum levels of health and safety, require emergency repairs or do not meet their accessibility requirements, visit this website:

<https://housing.novascotia.ca/programs/financial-assistance-and-grant-programs-homeowners/homeowner-residential-rehabilitation>

### **Determining if Housing is Inadequate**

The definition of inadequate housing is related to the basic structure and systems of a housing unit. Inadequate housing is defined as an occupied housing unit that is **unfit for human habitation**. Examples of inadequate housing related to habitability include, but are not limited to:

- ✓ Structural issues
- ✓ Plumbing facilities not in working order
- ✓ Electrical system not in working order
- ✓ Substances or chemicals in the home that present an ongoing and immediate risk
- ✓ Heating system is not in working order

Examples of housing situations that *do not* meet the criteria include, but are not limited to:

- × Main entryway locks are inoperable
- × Housing does not meet accessibility needs
- × Being homeless or at risk of becoming homeless
- × Floors, stairways and railings are in disrepair
- × Current housing is overcrowded

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To be granted approval for priority access to public housing due to inadequate housing, applicants must provide the following documents to their Nova Scotia Provincial Housing Agency district office:

1. **Public Housing Application Form** → **Completed by the applicant**
2. **Priority Access Referral Form Inadequate Housing** → **Completed, dated and signed by a qualified professional**

**The Priority Access Referral Form for Inadequate Housing must be completed, dated and signed by a qualified professional, as listed below.**

Applicants may be eligible for priority access to public housing if their current housing is found to be inadequate by one of the following professionals:

- ✓ Municipal Building Official
- ✓ Fire Marshall (or inspector)
- ✓ Certified tradesperson, provided assessment is limited to trade (e.g., plumber, electrician, carpenter)
- ✓ Registered Home Inspectors
- ✓ Environmental abatement professionals

**Verifying professionals cannot be an applicant's friend, neighbour or relative.**

If you or your referring professional have any questions or concerns about qualifying for priority access to public housing due to homelessness, please contact your district office by email at [applicationsnspha.cbid@novascotia.ca](mailto:applicationsnspha.cbid@novascotia.ca) or by telephone at **1-800-565-3135**.

**A good thing to know...** If there are any changes to your housing needs after you apply to Public Housing, you should contact your District Office, or use the online portal to ensure NSPHA always has the most current information.

## Priority Access Referral Form: Inadequate Housing

### Section A: To be completed by the applicant

#### 1. Applicant Information

Last Name:

First Name:

Date of Birth:

If you have an existing Public Housing application, provide your **Client P code** below:

\_\_\_\_\_

#### Contact Information

Complete below **ONLY** if you need to update your contact information or provide an alternate contact not currently listed in your Public Housing Application.

**Please only provide contact information where it is safe to contact you.**

	Whose information is provided?
Phone:	<input type="checkbox"/> Applicant <input type="checkbox"/> Alternate
Email:	<input type="checkbox"/> Applicant <input type="checkbox"/> Alternate
Street Address:	<input type="checkbox"/> Applicant <input type="checkbox"/> Alternate
City/Town:	
Province:                      Postal Code:	
Name of alternate contact:	Relationship to applicant:
_____	_____

#### 2. Residential Tenancy Information

Please indicate which of the following living situations is applicable to you:

Renter     Homeowner     Other(specify): \_\_\_\_\_

If you are a renter, has a report been filed with the Residential Tenancies Program?

No     Yes

**If yes, please attach a copy of the Residential Tenancy Officer's decision to your application.**

## Priority Access Referral Form: Inadequate Housing

### Section A: To be completed by the applicant

#### 3. Applicant Acknowledgement

I acknowledge that if I am eligible for priority access, I will be placed on all building waitlists that meet my required household size and will accept the first unit offered to me. Should I decline an offered unit, I will lose my priority placement and be returned to the general chronological waitlist.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Section B: To be completed by a professional who is qualified to assess and confirm whether the applicant seeking priority access to public housing lives in inadequate housing.

#### 1. Eligibility Criteria Checklist

The applicant's housing poses an immediate health or safety risk. Please check all that apply:

- Structural issues
- Plumbing facilities not in working order
- Electric system not in working order
- Heating system not in working order
- Substances or chemicals in the home that present an ongoing and immediate risk

#### 2. Professional Services Information

##### Authorized Body:

- |  |   |
|--|---|
| <input type="checkbox"/> Municipal Building Official | <input type="checkbox"/> Registered Home Inspector            |
| <input type="checkbox"/> Fire Marshall               | <input type="checkbox"/> Environmental abatement professional |
| <input type="checkbox"/> Certified tradesperson      |   |

specify trade:

\_\_\_\_\_

## Priority Access Referral Form: Inadequate Housing

**Section B: To be completed by a professional who is qualified to assess and confirm whether the applicant seeking priority access to public housing lives in inadequate housing.**

### 3. Professional Declaration

**Name (print):**

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**Position/Title:**

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**Organization:**

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**Phone:**

**Email:**

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I declare that, to the best of my knowledge, the information I have provided on this form is accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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FOR OFFICE USE ONLY	
Date:	day/month/year
Received by:	
Applicant #:	