



Priority Access Referral: Family Violence

You must complete all sections of the form.

When a person who qualifies for public housing is experiencing family violence, they may be eligible for priority access to public housing and be placed on the Priority Access waitlist in chronological order.

Family violence occurs when someone uses abusive behaviour to control or harm a member of their family, or someone they are in an intimate relationship with. Examples of family violence include child abuse, elder abuse, parental abuse or intimate partner abuse.

Family violence includes many different forms of physical and emotional abuse, as well as neglect. It may include a single act of violence, or several acts that form a pattern of abuse. Examples of family violence include, but are not limited to:

- Physical abuse
- Sexual abuse
- Harassment and stalking
- Psychological abuse
- Financial abuse
- Failure to provide the necessities of life

To be granted approval for priority access to public housing under the Family Violence Stream, applicants must provide the following documents to their NSPHA district office:

1. Public Housing Application (completed by the applicant)
2. Priority Access Referral: Family Violence (completed by the applicant and qualified professional)

How to complete this referral form

Applicants may be eligible for priority access to public housing under this stream if a qualified professional provides a referral.

To complete the referral:

1. The applicant must complete Section A.
2. A qualified professional from the list below must complete, date and sign Section B.
 - Medical Professional
 - Support Worker through Victim Services
 - Psychologist
 - Counsellor
 - Elder/Community Leader
 - Police Officer/Law Enforcement
 - Transition House Worker

Professional referrals cannot be completed by 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 family violence, please contact your district office by email using the information provided at the end of this referral form.

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, please provide your **Client P Code** below:

2. Contact Information

We recognize that persons experiencing family violence are in a vulnerable situation. We want to ensure that we do not compromise your safety.

Complete the contact information 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 for us to contact you. Work with your referring professional to select the most appropriate option for you.

Whose information is provided?

Phone:

Applicant Alternative

Email:

Applicant Alternative

Street Address:

Applicant Alternative

City/Town:

Province:

Postal Code:

Name of alternate contact:

Relationship to applicant:

My alternate contact is my preferred contact.

A good thing to know... *If there are any changes to your housing needs after you apply to public housing (for example, if you require an extra bedroom), you should contact your NSPHA district office or use the NSPHA online applicant portal (nspha.ca) to ensure we have your updated information.*

Section A: To be completed by the applicant

3. Applicant Acknowledgement – please read carefully

If I am eligible for priority access to public housing:

- I will be placed on waitlists for all properties in my municipality that are suitable based on my household size and housing needs (detailed in Section B.2).
- Only the number of bedrooms I need, accessibility requirements, and housing needs (Section B.2.) will be considered when determining suitable units for my household. This means that smoking, pets or parking preferences may not be met when I am offered a unit.
- Priority access applicants must accept the first unit that they are offered. That means if I refuse the first unit offered to me by NSPHA, I will lose my priority access status and be placed on the general public housing waitlist.
- I understand and agree to the conditions outlined above.

Applicant Signature:

Date:

Section B: To be completed by the qualified professional

1. Eligibility Criteria Checklist

- The applicant is experiencing family violence.

2. Housing Needs

Some priority access applicants may have special housing needs due to their circumstances; examples can include:

- The requirement for multiple exits within the unit
- The inability to live in a certain community or neighborhood

Please list below any housing needs required:

- I understand that placing restrictions on housing options may increase the wait time for public housing.

Section B: To be completed by the qualified professional

3. Referring Professional Declaration

Name (print):

Position/Job Title:

Organization:

Phone:

Email:

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

Signature:

Date:

Personal information is collected, used and may be disclosed by the NSPHA in accordance with the *Freedom of Information and Protection of Privacy Act*: [Freedom of Information and Protection of Privacy Act \(nslegislature.ca\)](http://nslegislature.ca)

Reminder for applicants and referring professionals!

The Priority Access Referral form is not a substitute for the Public Housing Application form.

- **If you have an existing and active Public Housing Application:**

- Submit the completed *Priority Access Referral: Family Violence* to NSPHA to the appropriate district using the information below. You DO NOT need to submit a new *Public Housing Application Form*.
- If you do not know the status of your application, you can check using the Applicant Portal at nspha.ca or contact your district office.

- **If you DO NOT have an existing and active Public Housing Application:**

- Submit the completed *Public Housing Application Form* either before or at the same time as your *Priority Access Referral: Family Violence* to the appropriate district using the information below.



How to submit your referral form:

Use the information below to submit your referral to the appropriate district.

Metropolitan District:

Serving Halifax Regional Municipality

By Email:

ApplicationsNSPHA.MD@NovaScotia.ca

By Mail:

3770 Kempt Road, Suite #3
Halifax, NS
B3K 4X8

In Person

3770 Kempt Road, Suite #3
Halifax, NS

By Fax

902-420-2815

Questions? Call:

1-800-565-8859 or 902-420-6017

Northern District:

Serving the communities of Guysborough County, Antigonish County, Pictou County, Cumberland County, Colchester County and Hants County (East)

By Email:

applicationsNSPHA.Northern@novascotia.ca

By Mail NSPHA - Northern District:

144 Victoria St. East
Amherst, NS
B4H 1Y1

9 Church St.
Truro, NS
B2N 3Z5

7 Campbell's Lane
New Glasgow, NS
B2H 2H9

PO Box 1373
Antigonish, NS
B2G 2L7

PO Box 249
Guysborough, NS
B0H 1N0

In Person:

144 Victoria St.
East

9 Church St.

7 Campbell's Lane

20 Orchard Terrace

Chedabucto Centre,
H-9996 Hwy 16

By Fax:

902-667-1686

902-897-1149

902-752-1315

902-863-8026

902-533-3029

Questions? Call:

1-833-776-0585

How to submit your referral form:

Use the information below to submit your referral to the appropriate district.

Western District:

Serving the communities of Kings County, Annapolis County, Digby County, Yarmouth County, Shelburne County, Queens County Lunenburg County and Hants County (West)

By Email:

ApplicationsNSPHA.WD@novascotia.ca

By Mail NSPHA – Western District:

25 Kentucky Court New Minas, NS B4N 4N1	PO Box 1000 Middleton, NS B0S 1P0	99 High Street Bridgewater, NS B4V 1V8	10 Starrs Road Yarmouth, NS B5A 2T1
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In Person:

25 Kentucky Court New Minas, NS	101 Magee Drive Middleton, NS	99 High Street Bridgewater, NS	10 Starrs Road (2 nd Floor) Yarmouth, NS
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By Fax:

902-681-0806	902-825-4189	902-527-1357	902-749-1258
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Questions? Call:

1-800-306-3331

Cape Breton Island District:

Serving Cape Breton Island

By Email:

applicationsNSPHA.CBID@novascotia.ca

By Mail NSPHA – Cape Breton Island District:

18 Dolbin Street Sydney, NS B1P 1S5	PO Box 1372 Sydney, NS B1P 6K3
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In Person:

18 Dolbin Street Sydney, NS	15999 Central St. Inverness, NS	218 MacSween St. Port Hawkesbury
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By Fax:

902-539-0330	902-258-3644	902-625-5402
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Questions? Call:

1-800-565-3135