



Priority Access Referral: Inadequate Housing

You must complete all sections of the form.

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.

Determining if Housing is Inadequate

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
- Current housing is overcrowded
- Floors, stairways and railings are in disrepair
- Being homeless or at risk of becoming homeless

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>

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

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

How to complete this referral form

Applicants may be eligible for priority access to public housing due to inadequate housing 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.
 - Municipal Building Official
 - Fire Marshall (or Inspector)
 - Certified tradesperson, provide assessment is limited to trade (e.g. plumber, electrician, carpenter)
 - Registered Home Inspectors
 - Environmental abatement professionals

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 inadequate housing, please contact your district office by email using the information provided at the end of this referral form.

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

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: _____

Section A: To be completed by the applicant

2. Contact Information

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: _____

3. 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?

Yes No

If yes, please attach a copy of the Residential Tenancy Officer’s decision to your referral.

4. 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.

Section A: To be completed by the applicant

Applicant Signature: _____

Date: _____

Section B: To be completed by the qualified professional

The referring professional must be 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: _____ | |

3. Referring Professional Declaration

Name (print): _____

Position/Job Title: _____

Organization: _____

Phone: _____

Email: _____

Section B: To be completed by the qualified professional

The referring professional must be qualified to assess and confirm whether the applicant seeking priority access to public housing lives in inadequate housing.

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://www.legislature.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: Inadequate Housing* 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: Inadequate Housing* 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
---	---	--	---

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
------------------------------------	----------------------------------	-----------------------------------	--

By Fax:

902-681-0806	902-825-4189	902-527-1357	902-749-1258
--------------	--------------	--------------	--------------

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
---	--------------------------------------

In Person:

18 Dolbin Street Sydney, NS	15999 Central St. Inverness, NS	218 MacSween St. Port Hawkesbury
--------------------------------	------------------------------------	-------------------------------------

By Fax:

902-539-0330	902-258-3644	902-625-5402
--------------	--------------	--------------

Questions? Call:

1-800-565-3135