

Overhoused: Specific Circumstances Request

You must complete all sections of the form.

Under Specific Circumstances, NSPHA tenants who are overhoused may ask NSPHA to consider additional information about their household situation to support a request to delay a move or to remain in their current unit.

Criteria for Specific Circumstances

Requests from overhoused tenants to defer an overhousing transfer or remain in their current unit will only be considered in Specific Circumstances and will be assessed on a case-by-case basis.

Specific Circumstances include:

- Historic displacement: Households affected by historic displacement — such as residential school survivors or former residents of Africville.
- Safety concerns related to gender-based violence: Tenants who are actively engaged in safety planning due to family or gender-based violence, where relocation could increase risk or disrupt established supports.

Requests based solely on personal preference — such as property style, unit features, location, or view — will not be considered.

Important to know:

- Tenants should submit a *Specific Circumstances Request* as early as possible after they are notified by NSPHA that they are overhoused. Special Circumstances can only be considered if submitted prior to a housing offer.
- NSPHA will review Specific Circumstances requests on a case-by-case basis, considering the specific details and information provided by the tenant.

Information for Advocates or Supporting Professionals

Advocates or supporting professionals may assist a tenant in completing this form. They may also assist the tenant in providing documentation to support their request.

1. Tenant Information

Last Name:

First Name:

Tenant Code:

Overhoused Notification Date:

2. Tenant Request

I am requesting to:

Remain in my unit

Defer participation in the overhousing process for _____ months

Tenants may request a deferral for up to 12 months.

3. Reason for Request

Historic displacement

Safety concerns related to gender-based violence

Tell us why you are asking to stay in your current unit or delay moving to a smaller unit:

4. Supporting Documentation (Optional)

Supporting documentation is optional but may help NSPHA better understand your circumstances. If you are including supporting documentation, please ensure that all files are attached when you submit this form.

☐ I am attaching supporting documentation.

5. Decision Notification

Please contact me by the following method(s) about the decision made on this request:

☐

Email

Mail

Email address: _____

6. Acknowledgement – Please read carefully

The tenant, on behalf of their household, must acknowledge each statement below, sign and date this form before submission.

By submitting this Specific Circumstances Form, I understand that:

☐

NSPHA will review the information provided in this form to decide on my request to defer a transfer or remain in my unit.

☐

This request will only be considered if submitted prior to a housing offer to a suitable unit. If the form is submitted during a housing offer, I will be required to accept or refuse the unit offered.

☐

If NSPHA denies my request to defer moving or remain in my unit, I may appeal the decision via the [Appeal Process](#).

Tenant Signature

Date

NSPHA OFFICE USE ONLY

Reviewer Name:

Job Title: CSM **Delegate:**

Decision: Approve Deny

Rationale for Decision

Use the space below to provide the rationale for the decision indicated above.

Signature:

Date: