



119 Van Order Drive, Kingston, ON K7M 1B9 ☎ Fax (613) 546-9375 ☎ Phone (613) 546-5591 www.kfhc.ca

Request for Internal Review

Internal Review – is an independent and critical examination of the reviewable decision under the Housing Services Act, 2011 by an individual or individuals who did not participate in making that decision. Internal Review is a process of reviewing a complete tenant file without in-person communication with a tenant or anyone who could represent the tenant.

Tenant(s)' name:

Address: _____

Telephone: () _____ - _____

City _____ Postal Code _____

I request an Internal Review of Decision on:

- Eligibility for Rent-Geared-to-Income assistance
- Type of unit
- Rent-Geared-to-Income amount payable
- Former Tenant Arrears

I request an extension for internal review due to absence,
accident, illness, or other circumstances beyond my control
(VERIFICATION MUST BE PROVIDED)

I understand that:

- A decision that is not reviewable by Internal Review is final;
- A decision that can be reviewed is final if request has not been submitted within THIRTY (30) calendar days after the day the notice of decision has been received, and there was no extension requested due to absence, accident, illness or other circumstances beyond control;
- A decision of a person conducting internal review is final once it is made.

Tenant(s) Signature: _____ Date: _____

_____ Date: _____

Personal information on this form is collected under the authority of the Housing Services Act, 2011 and will be used for the purpose of an internal review of a decision. Questions regarding this collection should be forwarded to the Applicant/Tenant Services Co-ordinator, Kingston & Frontenac Housing Corporation, 119 Van Order Drive, Kingston, ON K7M 1B9, Telephone: (613) 546-5591.