



**REQUEST FOR A TEMPORARY EXEMPTION FROM
LOCAL PRIORITY ACCESS STATUS PLACEMENTS
COMMUNITIES IN DIFFICULTY - BUSINESS CASE TEMPLATE**

Housing provider name: _____

Housing provider community affected:

(Provide address and/or location, and commonly known community name(s).)

Housing provider contact: _____

Description of the community in difficulty:

(Describe the challenging tenancy(ies) that created the need to submit a business case to the Service Manager. Describe how this problematic tenancy is negatively impacting that community, requiring an exemption from Local Priority Access Status placements. Include sufficient narrative and factual information to demonstrate your case. Provide a summary of letters, reports, actions, notices and applications that apply to this matter. Describe attempts to link the challenging household to appropriate service agencies. Identify the geographic boundaries of the community affected (i.e. one building in the case of an apartment, one apartment building and townhouse complex, one townhouse community, etc.) Upon request, all documentation relating to the matter must be made available to the Service Manager for review.)

Describe plans to address the problematic aspect of this challenging tenancy(ies):

(Describe plans to assist the household(s) in accessing the types of supports and services needed to address the problematic aspect of their tenancy, or where appropriate, plans to commence eviction proceedings for untenable tenancies.)

Requested duration of exemption:

(Standard initial period of exemption from local priority access status placements will normally be 6 months. If necessary, a request can be made to the Service Manager at the end of the 6 month period to extend the exemption, and will include appropriate rationale for the extension.)

Submitted by:

(Name / position)

(Signature / date (YYYY-MM-DD))