

Housing Services Application Process

DTSSAB Housing Services and its waitlist are administered and controlled as by the parameters set out in the Housing Services Act.

This timeline illustrates the general process when applying for a unit.

There are additional factors that could affect this process including:

- **Special Priority Status**
If the client can provide documentation demonstrating abuse.
- **Refusal of an Offer**
If a client is offered a unit and declines, they will be moved to the bottom of the chronological waitlist.
- **Valid Refusal of an Offer**
If the refusal is premised on a valid reason (ie. health) they will not be moved down the list.



District of Timiskaming
Social Services Administration Board
Conseil d'administration des services sociaux du district de Timiskaming

Application



7 days

Client Applies Online or via Paper Application
Requirements for applications can be found here.

Eligibility



Application Processed
A complete application is processed within 7 days of receipt where the client will receive a letter confirming eligibility or ineligibility. If application is not complete the client has 28 days to submit missing documentation or their application will be cancelled.

Added to Chronological Waitlist



Waitlist
Wait time on waitlist varies on various factors including availability and demand. See waitlist details here.

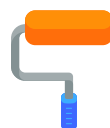
Unit Available



Unit Available
When a unit becomes available, an offer is made to the next client on the waitlist for the unit for which they have 72 hours to respond.

30 days

Unit Turnaround



Unit Turnaround
Family units see less turnover than our single units. Once a unit is vacant it takes approximately, 30 days to prepare the unit for a new tenant., dependent on its condition at the time of vacancy.