



# Notice

No: 08-08

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**APPLICABLE TO:****DATE: July 15, 2008**

<input checked="" type="checkbox"/>	<b>Municipal &amp; Private Non Profit</b>
<input checked="" type="checkbox"/>	<b>Co-operatives</b>
<input checked="" type="checkbox"/>	<b>Federal Non Profits</b>
<input type="checkbox"/>	<b>OCHAP/CSHP</b>
<input type="checkbox"/>	<b>Rent Supplement</b>

<input checked="" type="checkbox"/>	<b>Mandatory</b>
<input type="checkbox"/>	<b>For Information</b>

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**SUBJECT: Housing Provider Building and Modified Unit Profiles****BACKGROUND**

Niagara Regional Housing maintains information on housing provider buildings and number/type of modified units. The information can be found on our website at [www.nrh.ca](http://www.nrh.ca) and is also made available to the public in our main office reception area. We have found, however, that the information is not complete and/or current for all housing providers.

We are in the process of upgrading our website to improve customer service to both applicants and housing providers. Our goal is to maintain complete and accurate information on housing providers' buildings to provide to applicants via our website, manuals, and through conversations with applicants and community partners. Our objective is to ensure that applicants make informed choices when selecting communities in which they want to live. Applicants who make informed choices may reduce the number of applicants on waiting lists who are not interested in the community they have chosen because the modified unit does not fit their special needs or they are not interested in the area.

To ensure that Niagara Regional Housing has accurate and current information on housing provider building(s) and communities, we are requesting that all providers complete the attached forms:

*Appendix A: Description of Housing Community*

*Appendix B: Accessible Features in Public Areas (complete a separate form for each building type and/or different locations)*

*Appendix C: Modified (Accessible) Unit Inventory (complete a separate form for each modified unit)*

NRH will use the building and unit information to update our website and ensure that accurate information is made available to all applicants.

Please complete the attached forms and email them to your Housing Administrator by August 31, 2008. On an annual basis, thereafter, housing providers will only need to provide changes or updates to the existing information.

## **IMPLEMENTATION**

### **Service Manager's Role:**

NRH will use the information provided to update our website and housing provider profiles to ensure that applicants make informed choices when selecting communities in which they want to live and that the specific unit modifications meet their needs.

### **Housing Provider's Role:**

Housing providers are required to complete the attached forms and return them (via email, fax or mail) to their Housing Administrator by August 31, 2008.

If you have any questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.

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Lora Beckwith, General Manager

Attachment: Appendix A – Description of Housing Community  
Appendix B – Accessible Features in Public Areas  
Appendix C – Modified (Accessible) Unit Inventory