

By completing this form you are requesting a Region of Peel Service Manager Appeal of a decision made by your Housing Provider, Rent Supplement or Peel Access to Housing. You must submit this form within **30 calendar days** of receiving the Notice or Letter of Decision that you do not agree with.

The Region of Peel Service Manager will conduct a review and issue a final notice of their decision to you and your Housing Provider, Rent Supplement or Peel Access to Housing by mail within 15 business days of receiving this request for appeal.

Important!

In order for the Region of Peel Service Manager to promptly review your appeal request, please ensure you have attached:

- a copy of the Notice or Letter of Decision received from your Housing Provider, Rent Supplement or Peel Access to Housing
- any other documents to support your reasons for requesting a Service Manger appeal.

It is important that your Housing Provider, Rent Supplement or Peel Access to Housing be made aware of this Appeal request. **You must** send a copy of this form and all supporting documents to them.

You can submit this form one of three ways:

- **Fax** to 905-453-0168. **Note:** If you did not receive a fax confirmation or Appeals Specialist has not contacted you within 3 days, please telephone 905-791-7800 ext. 8009.
- **Mail** to the attention of the **Admin Service Representative – Service Manager Appeals** at the address at the end of this form
- **Drop it Off** at any of the three conveniently located drop boxes at Peel Centre Drive

Please submit a copy of the Notice or Letter of Decision

Your Contact Information

Your Last Name		Your First Name	
Applicant Identification Number or Housing Tenant ID Number			
Street Address			Unit Number
City		Postal Code	
Daytime Telephone Number		Other Telephone Number	

