



Housing Division
Social Services Department
82 Erie Street, Stratford, Ontario N5A 2M4
Phone: 519-271-3773 Toll Free: 1-800-669-2948

Form 405 -Information for Determining Continued Eligibility due to Extenuating Circumstances

Please complete this form to describe the extenuating circumstances on which you based your recommendation that an applicant – who refused your valid offer of a unit – should remain on the Centralized Waiting List (CWL).

Applicant's Name:

Date Applicant Refused Offer

Describe the extenuating circumstance(s) that prevented the applicant from accepting your offer of a unit.

Enter the date when the circumstance(s) became relevant:

Explain why the applicant could not update their housing preferences before the valid offer was made.

Explain why the applicant could not request to put their application on hold (as per directive 2013-13 Temporary Removal from Wait List) before the valid offer was made.



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Please attach any documentation you feel is relevant to the situation.

Date form completed:

Housing provider:

Staff Name:

Staff Signature:

Thank you. The Housing Access Centre (HAC) will review the information and inform the applicant of our decision.

If you require this document in an alternate format, please contact the Clerk's office at 519-271-0250 extension 5237 or clerks@stratford.ca.

This form is for use with Service Manager Directive 2020-03, effective January 1, 2021.