Nova Scotia Provincial Housing Agency

Decision Review Request Form

Please complete the following form to request a review of a decision made by the Nova Scotia Provincial Housing Agency (NSPHA) regarding your public housing application or any related tenancy issue. Requests for both **Step 1: Decision Review** and **Step 2: Appeal Hearing** must be submitted within **10 business days** from the date indicated on the decision letter.

1. Provide your information			
Last name		First name	
Street address			
City/Province		Postal Code	
Date of Birth (dd/mm/yyyy)		Phone (999-999-9999)	
Email			
Applicant/Tenant #			
Communication Preferences			
While NSPHA may contact you by email, phone or mail regarding this request for a Decision Review, please let us know your preferred method(s) of contact: *(Select all that apply)* ☐ Email ☐ Phone ☐ Mail			

2. Tell us the decision you would like reviewed		
☐ Non-acceptance to the wait-list	☐ Transfer to another unit	☐ Rent Calculation
☐ Non-acceptance for Priority Access	☐ Tenant Charges	☐ Unit Size Determination
Please write your comment(s) here:		

3. Tell us which step you are submitting for: **Note:* A Decision Review must be completed before an Appeal Committee hearing can occur.
☐ Step 1: Decision Review ☐ Step 2: Appeal Hearing

4. Tell us why you think this decision may be incorrect. (Use more pages if needed).

5. Do you have any new information to support your request for a Decision Review? (Use more pages if needed).

6. You have a right to engage a third-party representative (for example, a lawyer or advocate) to advocate on your behalf for a Decision Review and/or Appeal Hearing. Complete this section if a third-party representative will act on your behalf.			
Representative Details			
Last Name:		First Name:	
Street Address:			
Relationship to individual:			
Email (optional):		Phone Number:	

Consent Statement
I understand that the use and disclosure of my personal information will be in accordance with this authorization and in compliance with the *Nova Scotia Freedom of Information and Protection of Privacy Act*. I hereby give my consent to the below mentioned representative to act on my behalf in relation to the Decision Review and/or Appeal Hearing (providing information, receiving/sending correspondence and requesting appeals). I authorize the NSPHA to disclose to them any personal data about me held by the NSPHA, subject to the restrictions mentioned below. I provide consent for one year from the date of signature. I acknowledge that my consent for third-party representation can be changed or revoked at any time during this process and agree to notify the NSPHA of any changes to my third-party representation within a reasonable amount of time.
☐ I agree to the consent statement listed above.

Appellant Signature:		Date:	
Representative Signature:		Date:	

7. Sign and date this form			
Signature:		Date:	

What do I do next?
Submit this form and other information you wish to provide at a district office of the NSPHA OR send it by mail or email to your district NSPHA office. Contact information for all NSPHA offices can be found on the back page of this form.

How can I learn more about the appeal process?
To learn more about the NSPHA Appeal Process, visit our website at nspha.ca or email or call your district NSPHA office.

Nova Scotia Provincial Housing Agency Offices

CAPE BRETON ISLAND DISTRICT OFFICES

Includes Cape Breton, Richmond, Inverness & Victoria Counties

Sydney Office
18 Dolbin Street,
P.O. Box 1372
Sydney, NS B1P 6K3

Phone: (902) 539-8520
Toll free: 1-800-565-3135

NORTHERN DISTRICT OFFICES

Includes Antigonish, Guysborough & Pictou Counties, Cumberland & Colchester Counties

New Glasgow Office
7 Campbell's Lane
New Glasgow, NS B2H 2H9
Phone: (902) 752-1225

Amherst Office
144 Victoria East Amherst,
NS B4H 4B9
Phone: (902) 667-8757
Toll free: 1-800-934-2445

Truro Office
9 Church Street
Truro, NS B2N 3Z5
Phone: (902) 893-7235
Toll free: 1-877-846-0440

WESTERN DISTRICT OFFICES

Includes the Counties of Annapolis, Kings, part of Hants, Lunenburg and Region of Queens Municipality, Digby, Yarmouth and Shelburne

Head Office – New Minas
25 Kentucky Court New
Minas, NS B4N 4N1

Phone: (902) 681-3179
Toll free: 1-800-441-0447

Middleton Office
101 Magee Drive
P.O. Box 1000
Middleton, NS B0S 1P0
Phone: (902) 825-2922
Toll free: 1-855-825-2230

Bridgewater Office
99 High Street Bridgewater,
NS B4V 1V8
Phone: (902) 543-8200
Toll free: 1-888-845-7208

Yarmouth Office
10 Starrs Road, 2nd floor
Yarmouth, NS B5A 2T1
Phone: (902) 742-4369
Toll free: 1-800-306-3331

METRO DISTRICT OFFICE

Includes all of Halifax Regional Municipality / HRM and East Hants

Halifax Office
3770 Kempt Road, Suite 3
Halifax, NS B3K 4X8

24-hour switchboard: (902) 420-6000
For applications: (902) 420-6017
Toll free: 1-800-565-8859