

General Instructions

To request an internal review of decision, please complete the attached form “Request for Internal Review of Decision” and submit to Kingston & Frontenac Housing Corporation.

- You may appeal the following decisions only:
 1. Eligibility for rent-geared-to-income assistance
 2. Type of unit
 3. Amount of geared-to-income rent
 4. Eligibility for Special Priority Household Category

- Your request for internal review must be received by Kingston & Frontenac Housing Corporation within 30 calendar days as indicated in the attached Notice of Decision.

- You may request to extend the period for an internal review due to certain extenuating circumstances:

absence, accident, illness or some other reason beyond your control.

- You may withdraw your request for an internal review by giving a written notice of the withdrawal to Kingston & Frontenac Housing Corporation within TEN (10) business days after the submission of this request.

- Request for internal review must be completed by a member of the household only. There is no process for a third party to request an internal review.