

SECTION 1: INTRODUCTION

Housing Providers are encouraged to use this Communications Record to keep track of communications with households related to annual or mid-year reviews.

The intent of this record is to help housing providers keep track of their communication with households, and to assist the reviewer with determining the sequence of events.

Completing the Communications Record

- Record every instance when you requested information from a household on this form
- Please record:
 - The date you communicated with the household
 - How you communicated with the household (e.g. a verbal reminder in the hallway, a written letter, telephone conversation, etc.)
 - Any comments you think are useful
- Communications include any verbal and written requests or reminders
- Attach copies of all written communication to the household

Date	Type of communication (letter, phone call)	Any comments	Document attached
Jan 1, 2016	Sent a letter requesting the annual review be completed		<input checked="" type="radio"/> Yes <input type="radio"/> No
Feb 3, 2016	Sent a follow up letter		<input checked="" type="radio"/> Yes <input type="radio"/> No
Feb 10, 2016	Verbally reminded Tim his Notice of Assessment (NOA) was still outstanding. Asked him to have it in by February 14	Tim said he would bring it in later in the week	<input type="radio"/> Yes <input checked="" type="radio"/> No
Feb 24, 2016	Called Tim and Pat and reminded them the NOA was still outstanding	Pat said she would find it and bring it down	<input type="radio"/> Yes <input checked="" type="radio"/> No
Feb 27, 2016	Sent decision letter. Household is ineligible for subsidy. Didn't bring in NOA		<input type="radio"/> Yes <input checked="" type="radio"/> No

SECTION 2: CONTACT INFORMATION

Housing Provider

Property Manager

Property Manager Phone Number

Property Manager Email

Tenant Name

Tenant Address

SECTION 3: COMMUNICATION RECORD

Date	Type of communication (letter, phone call, etc.)	Any comments	Document attached
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No