

## Housing Secretariat

Please fill out this form as completely as possible and return to:

### Housing Secretariat

Metro Hall, 6th Floor, 55 John St, Toronto, ON M5V 3C6

**Phone:** 416-392-4126 **E-mail:** hss@toronto.ca **Fax:** 416-696-3718

FOR INTERNAL USE ONLY  
Tracking number:

First name <input type="text"/>		Last name <input type="text"/>	
Address <input type="text"/>			
City <input type="text"/>	Province <input type="text"/>	Postal code <input type="text"/>	

Please indicate how you would like us to contact you regarding your complaint.

By mail at this address: <input type="text"/>	
By home phone: <input type="text"/>	By business phone: <input type="text"/>
By cell phone <input type="text"/>	
By e-mail <input type="text"/>	

**Acting as a Representative:** If you are submitting a complaint on behalf of someone else, the Housing Secretariat may, depending on the nature of the complaint, require written permission from that person to gather personal information from you.

In filing this complaint, are you acting as a representative of someone else? ☐ yes ☐ no

Name of person acting on behalf of complainant <input type="text"/>
Person to be contacted <input type="text"/>

### Details of the Complaint: (For purpose of review and corrective action)

Service: Housing Stability Services; Housing Development; Other (please specify) <input type="text"/>
Staff person(s) involved if known: <input type="text"/>

Housing Secretariat

Nature of complaint (Please include as much information as possible)

How would you like to see your complaint resolved?

List of enclosed documents. (Please include copies, not originals, of any documentation in support of your complaint.)

Complainant's signature

Date complaint submitted

## Notice of Collection

The Housing Secretariat collects your personal information under authority of the *City of Toronto Act, 2006*, s. 136(c) and the City of Toronto Municipal Code, Chapter 169, Article I, ss. 169-1, 169-2, and 169-4. The information you provide will be used to investigate the complaint and may be used for contact purposes related to the investigation. Questions about this collection can be directed to the Housing Secretariat, Metro Hall, 6th Floor, 55 John Street, Toronto, ON M5V 3C6 or phone 416-392-4126 or email [hss@toronto.ca](mailto:hss@toronto.ca).