



Sample Applicant Appeal Procedure

Note: The following is a description of a sample procedure notifying supportive housing applicants of their right to appeal a denial of housing, and has generously been provided by the Tenderloin Housing Clinic of San Francisco, CA. All supportive housing providers should check all regulations of their funders and their governing bodies before implementing any such appeal procedures.

If any applicant would like to appeal a denial of housing, she or he should follow the listed steps for a resolution. Appeals may be verbal or in writing.

1. Call _____ to schedule an appeal with the housing development's property supervisor within 10 working days. You may also send the request, plus additional information, to the housing development's property supervisor at the following address prior to the meeting.

Property Supervisor
Housing Provider Name
Address

2. The appeal will be scheduled within 5 working days of receiving the request.
3. You may have an advocate present at the appeal.
4. The Property Supervisor will respond within 5 working days of the appeal. Any and all decisions may be appealed, in writing to

Director of Property Management
Housing Provider Name
Address

5. The Director of Property Management will respond in writing within 10 working days of the request.

