

## SPECIAL ASSISTANCE FORM

### Part I: Fire List

In the event of a fire or other emergency, Ottawa Community Housing Corporation operating as ARRIV Properties wants to ensure your safety if an evacuation were necessary. ARRIV tenants may voluntarily self-identify as needing assistance in the case of emergency.

The key aspects of concern are (please check your difficulty):

- Unable to walk downstairs
- Confined to a wheelchair/scooter
- Cannot hear fire alarms
- Use oxygen in apartment
- Limited vision

Based on your assistance needs, do you consent to having your name and apartment number made available to the Ottawa Fire Department for the purpose of providing you with assistance in the case of an emergency?

I understand and have read this consent form and agree to OCHC operating as ARRIV Properties forwarding my information to the Ottawa Fire Department

Signature: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

### Part II: Other Requests

ARRIV Tenants may also voluntarily self-identify as needing assistance for other issues:

- Assistance understanding documents
- Assistance with preparation for pest control
- Other assistance required \_\_\_\_\_

Should you self-identify as needing assistance, OCH operating as ARRIV Properties will contact you for further information and/or any required supporting documentation. Your name, unit number, requested support, and a description of the assistance OCH operating as ARRIV Properties has agreed to give will be entered on the Tenant Support Registry. Information provided for the tenant support registry may be collected by the City of Ottawa for the purpose of investigating and enforcing landlord compliance with the Rental Housing Property Management by-law. Information about how this is used is available on [ottawa.ca](http://ottawa.ca) or by calling 3-1-1. If you decide yes, please sign this letter and return it to the ARRIV Properties office. If you choose no, you may still request to change your decision in the future and request to be added.

Signature: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_