



## **Appendix 11 Vandalism Policy**

The following policy shall apply with regard to claims of vandalism related property damage to any dwelling unit owned and managed by the Housing Authority of the City of York:

- 1) Any tenant claiming vandalism as the cause of damage to the dwelling unit occupied by them shall furnish the Housing Authority with evidence of their having immediately reported the alleged act of vandalism to both the police and the Housing Authority. The report to the Authority must be in writing.
- 2) When reporting the incident to the police, the tenant shall request of the responding officer that he/she prepare a written report on the investigation; and that he/she furnish the tenant with the case number, if available.
- 3) The claimant must obtain a copy of the police report on the matter and deliver it to the Housing Management Office within seven (7) days of the date of his/her having reported the incident to the police.
- 4) The police report can normally be obtained one or two days after the reporting of the incident to the police. In order to obtain a copy you must furnish the police records officer or clerk with the case number, or the date, time and place of the incident. You may be required to pay a photocopy fee.
- 5) Following receipt of the required reports, the Housing Authority will review the matter in full and advise you as to whether or not they have determined that the cause of the subject property damage was an act of vandalism. You will not be charged for repair/replacement work required if the Authority finds that the damage did, in fact, result from an act of vandalism.