Addition to Household Composition Request Form

Toronto Community Housing

Please complete one application for each person to be added to the household composition.

Section A – Current Tenant's Information

Full name of tenant (First Name, Last Name)		Client Account #
Suite/Unit #	Street Address	Telephone #

Are you currently living in a Rent-Geared-to-Income(subsidized) or Market Rent unit? RGI(subsidized) ☐ Market Rent ☐

If RGI(subsidized), the Household Income and Assets Review Form and required income documentation must be completed and returned with this request form

Section B – Person to Be Added

Full name of person to be added (First Name, Last Name)		Birthdate (mm/dd/yyyy)
Status in Canada (attach documentation)	Relationship to Tenant	
Has this person moved in to the unit already? YES ☐ NO ☐	If YES, when was the move in date? (mm/dd/yyyy)	
Current Address	City	Is this address subsidized? YES ☐ NO ☐
Current Landlord's Name (where applicable)	Landlord's Phone #	

Has this person ever lived in a Toronto Community Housing unit? YES ☐ NO ☐

If YES, was it a Rent-Geared-to-Income(subsidized) or Market Rent unit? RGI(subsidized) ☐ Market Rent ☐

Has this person ever lived in subsidized housing in the province of Ontario? (Toronto Community Housing or any other non-profit providers) YES ☐ NO ☐

If YES AND the address is different from your current address, please provide the following information:

Subsidized Housing Provider's Name		
Subsidized Housing Address		City
Move In date (mm/dd/yyyy)	Move Out date (mm/dd/yyyy)	

Is this person currently on the Housing Connections centralized waiting list for subsidized housing?

YES ☐ NO ☐ If YES, what is the application reference number?

Section C – Declaration (To be completed by both the Current Tenant and the Person to Be Added)

I declare the above information is true and complete. I have read and understood Toronto Community Housing's Addition To Household Composition Directive - General Terms & Conditions, printed on the back of this form.

I hereby consent Toronto Community Housing to use the information provided on this form and any other supporting documents attached to see if I:

- Qualify for or/and continue to be eligible for Rent-Geared-to-Income subsidy. I understand that under the social housing legislation, any person who inappropriately helps any person(s) to get Rent-Geared-to-Income subsidy that the person(s) is not eligible for could be charged with an offence. On conviction, they could be fined up to $5,000.00 or be imprisoned for up to 6 months, or both.

OR

- Qualify for being added to the Market Rent household unit address as stated in **Section A** above.

Tenant's Name (Print)	Signature	Date (mm/dd/yyyy)
Applicant's Name (Print)	Signature	Date (mm/dd/yyyy)

Section D – Approval (For Office Use)

Request approved ☐ (send Approved letter, sign new lease, update HMS and HMS notes, copy to tenant file)

Request denied ☐ (send Denied letter, update HMS notes, copy to tenant file)

Staff's Name (Print)	Signature	Date (mm/dd/yyyy)

White – Tenant File Copy **Pink – Tenant Copy**