



## REQUEST FOR ADDITIONAL TENANT or OCCUPANT CHANGE APPLICATION

Permanent basis is defined as an amount of time greater than 14 days in any calendar year. Requests for additional tenants or requests for occupant changes must be submitted to the Housing Department; it will be at the Housing Committees discretion to approve or deny requests.

Tenant Full Name:		Occupant(s) Name:	
House Number:		Street:	Postal Code:
			Phone:
# Bedrooms:	No. Occupants:	Status Number#:	
Monthly Rent:	Date Request Submitted:	Has requested occupant(s) ever been charged with a criminal offence:	
		Yes      No	

➤ This form may be submitted as changes occur.

Complete Column 1, 2, or 3 →		1. If New Tenant/Occupant		2. If Vacating Tenant/ Occupant Change Request	3. If Other Change			
Occupant Name Request	Relation to Tenant(s)	Tentative Move-In Date	Social Assistance Y or N	Move-Out Date	Check (✓)Change			Effective Date
					Name	Age	Comments	

Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Department: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_