



## Notice of Change Form

This form is to advise the Greater Sudbury Housing Corporation of a change for any person residing in the unit who is sixteen (16) years of age and older. Changes must be submitted within thirty (30) days of occurrence.

Name	Phone
Address	Date of Income Change

### 1. Income Change

- My income source has **changed**. (Ex: Employment to OW)

Explanation: \_\_\_\_\_

- My income has **decreased**. (Note: This request to review is only if your income has decreased by 20% or more since your last Annual Review. Only one (1) in-year review is permitted between annual reviews and in-year reviews are not intended to address situations of fluctuating or temporary decreases in income. This request is possible under Section 11 of Ontario regulation 316/19.)

Explanation: \_\_\_\_\_

### 2. Household Change

The following has changed with my household (Prior to moving in, anyone over the age of sixteen (16) must apply to join the household at the Housing Registry. If anyone is moving out, they must provide our office with a sixty (60) day written notice).

Type of Change	Name	Relation to Head of Household

**3. Student Status Change**

An adult member of my household  is or  is no longer a full-time student (as defined by the school).

Student	Name of School	Date of Change

**4. Other**

An adult member of my household is  or is no longer  a FULL-TIME student.  
(as defined by the school).

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have attached proof of my reported change. Yes**  **No**

We certify that the information above is correct and complete. We have fully disclosed all changes in income for all persons sixteen (16) years of age or older residing in our unit.

We acknowledge that the Release and Consent Form signed at our last Annual Income Review will be used to verify the information given in this Notice of Change Form.

We authorize any persons, corporation or any social agency having knowledge of any required information to release such information to GSHC.

If something on this Notice of Change Form is incorrect or not true, GSHC may request additional information and/or serve a notice in writing that you have ceased to be eligible to receive rent-geared-to-income subsidy and/or serve a notice of rent increase to pay market rent and pursue any other avenues available under Ontario Law.

All household members sixteen (16) years of age and older who reside in the unit must sign this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date