

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 <input type="checkbox"/> NO <input type="checkbox"/>
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Current Landlord’s Name (where applicable)	Landlord’s Phone #
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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
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Move In date (mm/dd/yyyy)	Move Out date (mm/dd/yyyy)
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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)
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White – Tenant File Copy

Pink – Tenant Copy