



Region of Waterloo
COMMUNITY SERVICES

COMMUNITY HOUSING ACCESS CENTRE (CHAC)
235 King Street East, 6th Floor, Kitchener, ON N2G 4N5
Phone: (519) 575-4400 Fax: (519) 893-8648
[CHAC E-Mail](mailto:chac@regionofwaterloo.ca) (chac@regionofwaterloo.ca)
[CHAC Website](http://www.regionofwaterloo.ca/chac) (www.regionofwaterloo.ca/chac)

Applicant Information Change Form

Form completed by: _____ Dated: _____
Signature

Please Print

Applicant Name: _____ File Number: _____

Change of Address

Old Address: _____ Unit: _____
City: _____ Postal Code: _____

New Address: _____ Unit: _____ Move In Date: _____
City: _____ Postal Code: _____

New Landlord Name: _____ Phone Number: _____
Present Accommodation: Renting Own/co-own Temporary
Staying with relative or friend Monthly Housing Amount: \$ _____

Change of Phone Number(s)

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Adding New Alternate Contacts

Contact Name: _____ Relationship: _____ Phone Number: _____
Do you give us permission to talk about your application with this person? Yes No

Contact Name: _____ Relationship: _____ Phone Number: _____
Do you give us permission to talk about your application with this person? Yes No

Removing Alternate Contacts

Contact Name: _____ Relationship: _____ Phone Number: _____

Contact Name: _____ Relationship: _____ Phone Number: _____

Change in Family Composition (add or remove anyone under 16 years of age)

Add to household Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____

Remove from household Name: _____
Name: _____

Note: To add or remove anyone, 16 years of age or older, you must complete a new application form

Additions to Building Selections (maximum 5 sites)

To add more than 5 new sites, you must complete a new building selection form.

Removal of Building Selections (maximum 5 sites)

To remove more than 5 new sites, you must complete a new building selection form.

If there are other changes to report, please contact our office to determine what additional information and/or documentation we may require.