



Region of Waterloo  
COMMUNITY SERVICES

**Community Housing Access Centre (CHAC)**  
235 King Street East, 6<sup>th</sup> 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.