



Addition to Household Composition Request Form

Please complete one application for each person to be added to the household composition.

Section A – Current Tenant’s Information

Tenant Name		Tenant Account #
Unit #	Street Address	Telephone #

A revised Household Composition and required income documentation must be completed and returned with this request form.

Section B – Person to Be Added **Occupant** **Tenant**

Full Name	Birthdate (mm/dd/yy)	SIN
Status in Canada	Relationship to Tenant	
Has this person moved into the unit already? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, when was the move in date?	
Current Address		
Has this person ever lived in subsidized housing in the province of Ontario? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, provide Housing Provider’s name and city	

Section C – Declaration (To be completed by both the tenant and the person to be added)

I declare the above information is true and complete.
 I hereby consent to the Housing Services Division using the information provided on this form and any other supporting documents attached to see if I qualify for Rent-Geared -to-Income subsidy.

Tenant’s Name	Signature	Date (mm/dd/yy)
Applicant’s Name	Signature	Date (mm/dd/yy)

Section D – Verification of Arrears

Arrears Exist	NO Arrears Exist	
Staff Name	Signature	Date (mm/dd/yy)

General Terms & Conditions on reverse side



**CORNWALL SDG HUMAN SERVICES DEPARTMENT
SERVICES HUMAINS CORNWALL SDG**

Housing Services / Services de logement
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General Terms & Conditions

All Requests must:

- Be submitted to Housing Services Division within 30 days of household composition change.
- Not be used to assist an individual to bypass the centralized waiting list or to assign the tenancy to another family.

The Housing Services Division may choose not to add an individual to a household if the:

- Person to be added does not meet basic eligibility criteria set out in the *Social Housing Reform Act, 2011* and/or the City of Cornwall Local Rules.
- Addition to the household would result in non-compliance with Occupancy Standards.
- Existing household has an outstanding balance and does not have a repayment agreement and/or is not up to date with repayments.
- Person to be added has an outstanding balance with the Housing Services Division and/or other Social Housing Providers.
- Person to be added has been evicted from the Housing Services Division for non-arrears issues.

Upon Approval:

- If the person added to the household is becoming a tenant, a new tenancy agreement must be signed by all household members who are 16 or older and not attending school.
- The rent will be recalculated based on the new total household income.
- The new member will be deemed adequately housed.
- The current tenant will maintain responsibility of all outstanding arrears held prior to and at the end of this tenancy.

If Denied:

- Household may request a review of the decision by the General Manager in writing.
- If person to be added is not eligible for Rent-Geared-to-Income subsidy, but household continues to allow the person to live in the unit, the household will lose their RGI subsidy and will face eviction.

Occupant vs Tenant:

If the new member is added as an OCCUPANT, they will have no rights to the unit. It is as if they were a guest staying in the unit for a prolonged period of time. Their name will NOT be added to the lease and that OCCUPANT can be asked to leave the unit at any time. The tenant adding the OCCUPANT will need to write an affidavit once the OCCUPANT moves out. However, the OCCUPANT's income will be used in the RGI.

Adding the person as a TENANT gives that person rights to the unit. If an incident involving police occurs, the original tenant might lose their rights to the unit while the new tenant will maintain rights to the unit.