



Housing Resident Update

Housing Access Centre/ Centre d'accès de logement

For HAC office use only:

Date update received by Housing Access Centre

Housing Provider Information

Name of housing provider		Date completed (YYYY MM DD)	
Completed by		Title	
E-mail address	Telephone number	Extension	

Resident

Applicant last name		First name	Date of Birth	Resident ID
Unit number	Address			

Current Resident Information

The following information needs to be updated in the co-ordinated access system. Check all that apply.

- Date tenant/member became overhoused (YYYY/MM/DD: _____ / _____ / _____)
- A tenant/member is overhoused and you have no unit of appropriate size.
- A tenant/member is overhoused and the tenant/member has been overhoused for more than one year.
- An overhoused tenant/member is on the centralized list and the household has moved out.
- An overhoused member is on the centralized waitlist and the household has ceased to be eligible for RGI assistance.
- An overhoused member is on the centralized waitlist and the household is no longer overhoused because they have either moved to another unit, or their household size has increased.

Past Resident Information

The following information needs to be updated in the co-ordinated access system. Check all that apply.

- Move-out date (YYYY/MM/DD: _____ / _____ / _____)
- A tenant/member has moved out and owes money for **arrears** in the amount of \$ _____ to the housing provider..
- A tenant/member has moved out and owes money for **damages** in the amount of \$ _____ to the housing provider.
- A tenant/member has moved out owing the housing provider money and there is a **payment agreement in place**.
- A tenant/member has moved out owing the housing provider money and they have **defaulted on the payment agreement**.
- An tenant/member has moved out owing the housing provider money and the **account has been paid in full**.
- A tenant/member has been evicted and there is a judgment finding they have **misrepresented their income**



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Reasons for move-out or any other applicable information regarding the resident's tenancy

When completed send to HAC