



Change of Rental Information Form

Please complete this form:

- If you are an applicant and you have moved or the rent you pay has changed.
- If you are a Direct Rent Subsidy recipient and you are planning to move/have moved or the rent you pay has changed. Subsidy recipients must let us know of any changes within two months of the change.
- If you are a current tenant and you are giving notice that you are moving, please complete the Notice of Move Out. Do not complete this form.
- Civida will review your information to verify your eligibility and update your point score, if applicable and notify you of the results. If you are a subsidy recipient, this may change your subsidy amount.
- If you have any questions, please contact Civida.

Please submit this form to Civida via mail, fax, in person at our office, or by email to help@civida.ca.

SECTION ONE – PERSONAL INFORMATION

Please provide current contact information for the primary subsidy recipient or applicant.

First Name(s) (current legal name)		Last Name (current legal name)		Preferred Name (if different)	
Unit Number	Address	City	Province	Postal Code	
Home Phone Number			Mobile Phone Number		
Email Address			Tenant/Applicant Code		

SECTION TWO – RENTAL INFORMATION

New Housing Information

Fill out this information if you have moved or are planning to move.

Unit Number	Address	City	Province	Postal Code
Start of Occupancy (DDMMYYYY)				
How many bedrooms are the home you live in or will live in?				
Which utilities do you pay? <input type="checkbox"/> Power <input type="checkbox"/> Heat <input type="checkbox"/> Water and Sewer				



Civida.ca

E: help@civida.ca

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

How much is your rent per month? \$	Does your rent include parking? <input type="checkbox"/> No <input type="checkbox"/> Yes	Do you have a written tenancy agreement? If yes, include a copy. <input type="checkbox"/> No <input type="checkbox"/> Yes
Current Landlord Name		
Landlord Address	Landlord Phone	Landlord Email

Please submit a copy of the residential tenancy agreement (lease) showing the current rent amount.

Change in Rent

Fill out this information if your rental amount has changed.

How much is your rent per month? \$	Does your rent include parking? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Please provide a copy of the residential tenancy agreement (lease) showing the current rent amount or a copy of the Notice of Rent Increase signed by the landlord.

SECTION THREE – AUTHORIZATION

All primary rent supplement recipients or applicants must complete the sections below.

I/we authorize Civida to make any inquiries necessary to any government office, organization, agency or individual for the purposes of verifying the information provided in this form.

I/we declare that the information provided in this form is true and complete.

I/We understand:

- A failure to respond to requests for additional information or documentation by Civida may result in my rent supplement or application being cancelled.
- Providing false information to Civida may result in the application being cancelled or no longer being eligible for services.
- It is my/our responsibility to keep Civida updated on any changes to my/our circumstances or the information provided in this form.

This form must be signed by the primary rent supplement recipients or applicants.

Print Name	Signature	Date (DDMMYYYY)

This personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and/or in accordance with any applicable agreements in place. All personal information collected during this process, during the course of the customer(s)'s stay, and for participation in any programs will be used to provide services and ensure a safe and secure environment of all our customers. Your information will be treated in accordance with the privacy provisions of Part 2 of the FOIP Act. Limited information may also be used by Civida and/or provided to the Minister of Seniors and Housing for the purpose of developing programs, activities or policies (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have any questions, please contact our FOIP Coordinator at 780-420-6161 or at FOIPcoordinator@civida.ca