



NOTIFICATION OF TENANCY/MEMBERSHIP CHANGE

Housing Provider:	Estate/Block No:
Development Name:	Telephone No:
Development Address:	
Report Date:	Check if no change occurred since the last report: <input type="checkbox"/>

1. This form may be submitted as changes occur, however, not less than once per quarter even if there are no changes. BC Housing must receive the form on or before the 15th of the month following the end of each calendar quarter.
2. An Application for Rent Subsidy must be attached for each new tenant/member or income change.

Complete Column 1, 2 or 3 →		1. If New Tenant/Member		2. If Vacating Tenant/Member	3. If Other Change			Effective Date
Unit No.	Tenant Name	Occupancy Date	Check (√) application attached	Move-Out Date	Check (√) change			
					Name	Income	Family Comp	

Signed: Housing Provider Officer

Date

Signed: BC Housing Officer

Date

Fax completed form to Applicant Services 604-439-4729 or mail to:

BC Housing
Attention: Applicant Services
1701-4555 Kingsway
Burnaby BC V5H 4V8