**NOTIFICATION OF TENANCY/MEMBERSHIP CHANGE**



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| --- | --- | --- |
| Housing Provider: | | Estate/Block No: |
| Development Name: | | Telephone No: |
| Development Address: | | |
| Report Date: | Check if no change occurred since the last report: | |

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.

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

SUP-010 (2016-10-12) Notification of Tenancy Membership Change Form