



Social Housing Registry
 Housing & Social Services
 362 Montreal Street
 Kingston, ON K7K 3H5
 Phone: 613-546-2695

Email: theregistry@cityofkingston.ca

Notice to Change File

Head of Household:

First Name: _____ Last Name: _____
 Date of Birth: _____ P# Number: _____

Please complete sections below to indicate where changes have occurred to your Social Housing file, then sign Declaration and Consent.

1. Changes to Address/Phone/Email:

Address: _____ Phone Number: _____
 Email Address: _____

2. Removing a Household Member:

Please remove the following member(s) from my application

First/Last Name: _____ Date of Birth (dd/mm/yyyy) _____
 First/Last Name: _____ Date of Birth (dd/mm/yyyy) _____

*Note if you want to **add a new household member**, a new **Application for Rent-Geared-to-income (RGI) Housing** must be completed along with Proof of citizenship for the new member(s) <https://www.cityofkingston.ca/media/4epgsmhd/socialservices-application-rentgearedtoincomeassistance-revised.pdf>

3. Updating Housing Selections:

Adding or removing housing preferences must be submitted on this Housing Selection form

https://www.cityofkingston.ca/media/4eskcm5b/socialservices_form_housingselection.pdf

4. Please cancel my application:

5. Declaration and Consent

I declare that all information given in the Notice to Change form is correct and complete

Print Name: _____

Signature: _____

Date: _____

Notice with Respect to the Collection of Personal Information

Personal information as defined by *the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, including (but not limited to), names, addresses and phone numbers, contained in this form or in attachments is collected by the Social Housing Registry pursuant to the *Housing Services Act, 2011* and the *Freedom of Information and Protection of Privacy Act (R.S.O. 1990 c. F31)* or the *Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990 C.m. 56)* and will be used to determine eligibility for rent-geared-to-income assistance for a housing project operated in the service area of the City of Kingston and the County of Frontenac.