Request to Make Changes to Your Application

Name of Primary Applicant: 
Client #: 

Please select the type of change you are requesting:

☐ To separate an application:
   I wish to separate my application from ____________________________
   and create my own application. ____________________________
   Name on Application

☐ To add someone to your application:
   They must:
       complete a new application form with their information only
       include a copy of their citizenship status (e.g. Canadian birth certificate,
       Canadian passport, permanent resident information, etc.) with the application
       and mail to:
       The Regional Municipality of York
       Housing Access Unit
       17310 Yonge Street, Unit 9
       Newmarket, ON L37 7R8

       Please provide the name of the person you would like added:
       ____________________________

       When the application is received, the Housing Access Unit will assess eligibility
       for this person. If eligible, they will be added to your application.

☐ To remove a household member from your application
   Please submit the name of the person to be removed:
   ____________________________

   This person must provide a letter explaining the reason to be removed.

_________________________________________ Signature of Primary Applicant

_________________________________________ Date

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