



Community and Health Services Department

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