**ARREARS MOVE-OUT FORM TO BE COMPLETED – Return to below address (or via fax)**

|  |  |
| --- | --- |
| Name of Housing Provider: |  |
| Property Address: |  |
| Telephone Number: |  |

|  |  |
| --- | --- |
| [ ]  | The following household (recently) moved out of our building and owes arrears. Money owed may include rental arrears, overpaid subsidy and/or damage related costs. The specifics are as given below. |
| [ ]  | The following household was already reported as a move-out with arrears owing. However, we have now been able to assess in more detail the total amount owing (rental arrears, overpaid subsidy and/or damage related costs). The updated amount is listed below. |
|  | **LAST NAME** | **FIRST NAME** | **DATE OF BIRTH**(mm/dd/yyyy) | **SIN***(if provided by the tenant****)*** |
| **Main Tenant / Member:** |  |  |  |  |
| **Co-Tenant / Co-Member:** |  |  |  |  |
| **Other Household Members:** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Move-Out Date:** (mm/dd/yyyy) |  | **Unit Number:** |  |
| **Total Amount Owing:**rental arrears + overpaid subsidies + damage related costs | Rental Arrears$ | Overpaid Subsidy$ | Damages$ | Total$ |
| **Re-Payment Agreement**  | **Yes** | **No** | Comments: |
| **Re-Payment Agreement in Good Standing** | **Yes** | **No** | Comments: |
| **Misrepresentation** Based on *Court Order* on file for misrepresentation of Income | **Yes** | **No** | Date of Order: (mm/dd/yyyy) |

Prepared By:

Name: ­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_