**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_