

**MAIN GERRARD CO-OP NOTICE OF CHANGE
FOR SUBSIDIZED HOUSEHOLDS**

Name _____ Unit # _____

Type of change:

- Income** Did someone in your household loose a job or start a new one?

- Assets** RRSP, Stock Dividends, Real estate Purchases etc.

- Occupants** Did someone move out, or did you add a guest?

- Student** A child of the household turned 16 or is no longer a full-time student

When was the change (date) _____

Describe the change: _____

Supporting documentation

- is attached
- will be submitted within 30 days

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____

*Signed by all members and non-member occupants
See Reverse for Proof Required*

Required documentation

For job loss:

- Record of Employment (ROE)

For job change/new job:

- A letter from your employer (on company letterhead, dated and signed) stating date employment commenced and gross annual or monthly income

For social assistance (ODSP or Ontario Works)

- A copy of a payment stub that list all beneficiaries and amounts received or a letter from your worker
- A letter from OW or ODSP confirming termination of your benefits

For assets: (e.g. buy/sell property, stocks, RRSP):

- Copies of bank statements or a letter from a financial institution

For Canada Pension: CPP, OAS & GIC:

- A letter from Service Canada which states amounts received (Call 1-800-277-9914)

For private pension, disability or annuity income:

- A copy of bank statements or a letter from the provider which shows the before-tax (gross) amount of your income and how often you receive it.

For Employment Insurance (EI):

- Confirmation that you have applied for employment insurance (EI) benefits
- "My Latest Claim" and "My Payment Details" pages for current EI benefits
- "My Past Claim" to confirm your EI benefits ended

For Children 16-26 who attend post-secondary institution:

- Timetable or letter from the institution that shows full-time status

For support payments:

- A letter from the Family Responsibility Office (FRO) stating current monthly payments **OR** "Schedule A" statement showing support accruals and payments