

## Form 313 – Rent Adjustment Form

This form must be completed because you have requested a mid-year review of your RGI eligibility. Please provide us with the following information:

Tenant(s) Name:

Address & Unit Number:

Phone Number:

Email:

Date of Birth (DD/MM/YYYY):

Has your income:                      Increased                      Decreased

What is your source of income:

Employment

Employment Insurance (EI)

Ontario Works (OW)

Ontario Disability Support Program (ODSP)

OAS/CPP

WSIB

Other:

What date did your income change:

Please explain the reason for your income change:

Signature:

Date:

Please provide the following documentation:

- **If employed:** Updated pay stubs (3 bi-weekly or 6 weekly)
- **If on OW:** most recent OW stub
- **If on ODSP:** most recent ODSP stub
- **If on EI:** your EI claim start date with amount
- **If you are no longer employed:** Record of Employment (ROE)

### **Notice of Collection**

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the Housing Services Act, 2011 and will be used by Social Services staff for the purpose of reviewing the application and other administrative purposes. Questions regarding the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 extension 5329 during business hours. If you require this document in an alternate format, please contact the Clerk's office at 519-271-0250 extension 5237 or [clerks@stratford.ca](mailto:clerks@stratford.ca).