

# **Forms for Owners & Operators**

HABITAT SERVICES

# Notice of Move In/Room Change

From the Landlord or Agent

House Address: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

## Move In

Move In Date: \_\_\_\_\_

Room Number: \_\_\_\_\_ Bed: \_\_\_\_\_

## Room Change

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

Old Room Number: \_\_\_\_\_ Bed: \_\_\_\_\_

New Room Number: \_\_\_\_\_ Bed: \_\_\_\_\_

Signature of Landlord/Agent: \_\_\_\_\_

Signature of Tenant: \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_

### **For Habitat Office Use Only**

Date Written Notice Received: \_\_\_\_\_ By: \_\_\_\_\_

HABITAT SERVICES

# Notice of Vacancy

From the Landlord or Agent

House Address: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Room Number: \_\_\_\_\_ Bed: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

*If Notice of Vacancy is being declared before the tenant has moved out, please call and confirm with intake when the tenant actually moves out.*

## Reason for Vacancy (please check):

- Transferred to Another Habitat home
- Eviction (attach Notice of Termination; any court orders issued)
- Moved Without Notice
- Moved to a Non-Habitat home
- Moved without Notice
- Moved to More Independent Living
- Moved to More Supportive Housing
- Moved to a Family/Friends
- Extended Hospital Stay
- Jail
- Death
- Suicide
- Other (specify) \_\_\_\_\_

Signature of Landlord/Agent: \_\_\_\_\_

Signature of Tenant (if possible): \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_

### **For Habitat Office Use Only**

Date Written Notice Received: \_\_\_\_\_ By: \_\_\_\_\_

<b>OWNER/OPERATOR INCIDENT REPORT</b>		<b>Habitat Services</b> Phone: 416.537.2721 Fax: 416.537.2894
BOARDING HOME ADDRESS:		
DATE AND TIME OF INCIDENT:		
TENANT(S) INVOLVED:		
BOARDING HOME PERSONNEL INVOLVED:		
RSI:		
<b>TYPE OF INCIDENT</b>		
VERBAL ASSAULT <input type="checkbox"/>	PHYSICAL ASSAULT <input type="checkbox"/>	SEXUAL ASSAULT <input type="checkbox"/>
DAMAGE TO PROPERTY <input type="checkbox"/>	THEFT <input type="checkbox"/>	MEDICAL EMERGENCY <input type="checkbox"/>
DEATH <input type="checkbox"/>	FIRE <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>DESCRIPTION OF INCIDENT</b>		
POLICE / EMS CALLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, DIVISION AND BADGE #:
SITE SUPPORT NOTIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>FOLLOW UP ACTIONS MAY BE REQUIRED DEPENDING ON THE NATURE OF THE INCIDENT</b>		
<b>Please check sections below, if applicable:</b>		
VERBAL WARNING <input type="checkbox"/>	WRITTEN WARNING <input type="checkbox"/>	DISPUTE MEETING REQUEST <input type="checkbox"/>
OTHER, IF APPLICABLE:		

**TENANT-OPERATOR DISPUTE MEETING REQUEST FORM**

**PRIOR WARNINGS:**

YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Verbal Warning Given	-DATE ISSUED _____
<input type="checkbox"/>	<input type="checkbox"/>	Written Warning Given	-DATE ISSUED _____

**HABITAT TENANT-OPERATOR DISPUTE MEETING REQUEST**

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

Dear \_\_\_\_\_:

I am officially requesting your presence at a Tenant-Operator Dispute Meeting to discuss one or more of the following:

- Non-payment of rent
- Violent, aggressive, and/or abusive behavior directed towards a tenant and/or employee of the home.
- Engaging in behavior that effects the peaceful enjoyment of the other tenants of the home, specifically:

\_\_\_\_\_

- Damaging property that belongs to the home or to another tenant of the home, specifically:

\_\_\_\_\_

- Engaging in careless and/or dangerous smoking practices.

- Other, specifically:

\_\_\_\_\_

A meeting has been scheduled for you on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ to meet with the Habitat Program Coordinator, Site Support Worker, any other workers involved, and myself, to discuss the very serious problem described above. You are welcome and encouraged to invite any other person(s) you feel that is appropriate.

If this issue continues beyond this meeting, your housing could be in jeopardy.

Yours truly,

Boarding Home Owner/Operator

- cc. Habitat Services
- Site Support Worker
- Case Manager/Social Worker/Housing Worker