

# CLIENT MAIL FORM

Hamilton Housing Help Centre  
119 Main St E, Hamilton L8N 3Z3  
Telephone: (905) 526-8100 Fax: (905) 528-1448

PLEASE PRINT THIS FORM

<b>Personal Information</b> PLEASE PRINT LEGIBLY	
<b>First Name:</b>	<b>Last Name:</b>
<b>Date of Birth (e.g. Nov 10, 1964):</b>	
<b>Phone Number:</b>	
<b>E-mail:</b>	

***Letter mail only. No packages, magazines, subscriptions.  
Must check your mail every 30 days***

#### **How to set up a mail file:**

- 1.) Print and complete this form (If you are unable to print this form please call the office for alternative arrangements).
- 2.) Completed client mail forms can be mailed or dropped off in the mailbox/drop box at Hamilton Housing Help Centre  
119 Main St E  
Hamilton, Ontario  
L8N 3Z3
- 3.) Upon receipt of the mail form, Housing Help Centre will create a client mail file. Files cannot be created for mail forms missing information and a signature.

#### **How to pick up mail:**

- 1.) Call the office to make arrangements (905) 526-8100  
**\*MUST HAVE PHOTO ID PRESENT TO PICK UP MAIL\***

#### **Please complete the following agreement:**

I would like to use the Hamilton Housing Help Centre as a contact for my mail. I agree to check my mail at the Hamilton Housing Help Centre regularly (every 30 days). I agree to not have packages, magazines or subscriptions mailed to the Hamilton Housing Help Centre. I agree that the Hamilton Housing Help Centre may contact me through the information I have given regarding the receipt of my mail. If I am unable to check my mail within 30 days, I agree that the Hamilton Housing Help Centre can return my mail to the sender and can stop receiving mail on my behalf.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**