

CHANGE IN HOUSEHOLD SIZE

Today's Date: _____

Head of Household Name: _____

Head of Household's Social Security Number _____

Address: _____

Phone Number: _____

I am hereby requesting that the following person or persons be added to or removed from my dwelling lease and the housing program:

ADD: _____

Is the person(s) you are adding receiving income from Employment, Social Security, TANF, Child Support, Unemployment, Friends/Family? Yes No

If yes, who _____

Income Source: _____

What is your relationship to the person you are adding? _____

REQUIRED DOCUMENTS

LL written authorization

Criminal History (18 and over)

Copy of Birth Certificate

Copy of Social Security Card

US Citizenship Form

Verification of income (18 and over)

REMOVE: _____

What day did person move out? _____

To the best of my knowledge the person being removed will be residing at:

I understand that adding the person or persons to my lease makes this individual responsible for all the lease and family obligations as a member of my household. I am aware that any changes in family composition and/or income must be reported to my local operator and/or TDHCA in writing within 30 days from the date of occurrence.

I understand that a criminal background check is required on all adult members (18 years and older) in order to be allowed to move to my unit.

I understand that I will be required to provide documentation to show the relationship of the individual such as (guardianship, birth certificate, social security card, school verification and income verification).

I understand that TDHCA must approve prior to the person/persons moving in the unit.

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

Signature of Head of Household

Date

Date Approved: _____