

DATE: _____

Head of Household Name: _____

Address: _____

Name of Property Manager: _____

HOUSEHOLD STATUS CHANGE

Records received by the Housing Authority show that our current income information for your household may be inaccurate or that you have an income change. Attached is a form that details what your current information is. Please carefully review this form, including all household members, income sources, and assets, as well as any listed allowances. If anything is different, please utilize this form and return within 10 calendar days of letter date. Remember that your lease requires you to report all changes in your household to the Housing Authority in writing within 7 calendar days. Please sign and date this form.

1. Has any income, asset, or listed allowance ended? YES NO

a. If Yes: What ended: _____

When did it end: _____

Do you expect it to start again? **YES** **NO** If Yes, When: _____

b. If Yes: What ended: _____

When did it end: _____

Do you expect it to start again? **YES** **NO** If Yes, When: _____

2. Has any household member moved out? YES NO

a. If Yes: Who: _____

When did they move out?: _____

What is their new address? _____

City: _____ State: _____ ZIP _____

Turn page over to back side

3. Is there any new income received by household members? YES NO

a. If Yes: Who is receiving the income: _____

What is the income source? _____

Contact information for income source: _____

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____

Start date: _____ Monthly Gross Amount: _____

If employment: # of hours per week: _____ Pay rate: _____

b. If Yes: Who is receiving the income: _____

What is the income source? _____

Contact information for income source: _____

City: _____ State: _____ ZIP _____

Phone: _____ Fax: _____

Start date: _____ Monthly Gross Amount: _____

If employment: # of hours per week: _____ Pay rate: _____

4. OTHER CHANGES


a. Have you applied for Unemployment Benefits: YES NO

b. Have you applied for W2 Benefits: YES NO

c. OTHER: _____

**PLEASE PROVIDE DOCUMENTATION RELATED TO ANY NEW INCOME OR ASSET

 Signature: _____ Date: _____

 Signature: _____ Date: _____