

HOUSEHOLD COMPOSITION CHANGE FORM

If any person is added to your household or if any person leaves your household. You must report all changes in household composition within ten (10) business days from the effective date of the change, in writing. Changes will not be accepted over the phone.

LHA must approve any new household members *before* they join the household. New family members cannot be added until you have **obtained written permission from your landlord, submitted SS card(s), birth certificate(s) and all income of the person being added**. Adults must pass a criminal background check. For minors you must submit a notarized statement from the custodial parent and school records. Household members cannot be removed until you submit a copy of the lease showing they have been removed or a letter from the landlord stating they have been removed.

Name of Head of House Hold: _____

Address: _____

Social Security Number: _____ Home Phone Number _____

Alternate Phone Number: _____ Caseworker : _____

I am requesting to: Add a household member Remove a Household Member

Name	Birth Date	Relationship	Move In/Out Date	ID #/DL #	SS #

Adults requesting to be added must consent to criminal background check by signing below.

Signature of new household member _____ **Date** _____

I certify that the information given to Longview Housing Authority regarding my status change, household members and deductions is accurate and complete to the best of my knowledge and belief.

Head of Household Name/Signature

Date

WARNING: Section 1001 of Title 18 of the U.S. Code makes it an offense to make willful false statements or misrepresentations to any department or agency of the U.S. as to any matter within its jurisdiction.