



CHANGE IN FAMILY COMPOSITION – ADDING OR REMOVING HOUSEHOLD MEMBERS

Things To Know Before Reporting A Change

- **Before the change is processed:**
 - All Documentation/verification must be received and completed before a change is processed.
 - Additional people/persons cannot be added to the lease or HCV program until **written** approval by the **landlord** and **Davis Community Housing Authority (DCHA)** has been given.
- **HCV participant responsibility:**
 - As a HCV participant, you are required to report all changes of family composition and income within 10 days. Any misrepresentation of your household circumstance to DCHA could result in an overpayment and/or termination of your rental assistance.

HOUSEHOLD CONTACT INFORMATION

Head of Household Name:	Request Date:
Address:	Phone Number:
City, State/Zip Code:	Email Address:

SUMMARY OF FAMILY COMPOSITION CHANGE

List the names of the person/persons you are planning to **ADD** from household:

INFORMATION FOR ADDITIONAL PERSON(S)						
NAME	Relation to Head of Household	Date of Birth	Age	Sex M/F	Social Security Number	Place of Birth

List the names of the person/persons you are planning to **REMOVE** from household:

INFORMATION FOR ADDITIONAL PERSON(S)						
NAME	Relation to Head of Household	Date of Birth	Age	Sex M/F	Social Security Number	Place of Birth



SUMMARY OF CURRENT FAMILY INCOME

List the current income for all family members, including the source of income and the **gross** amount received.

Name of Family Member	Source of Income	Employer Name	Hourly pay	Hours per week	Monthly Pay	Yearly pay

CHECKLIST FOR ADDING OR REMOVING MEMBERS

Adding A Minor	Removing A Minor
<input type="checkbox"/> Copy of the child's birth certificate and full custody papers or Child Protective Services letter. <input type="checkbox"/> Copy of the child's social security card. <input type="checkbox"/> Income verification for the child such as child support, TANF, social security benefit, etc. <input type="checkbox"/> Landlord Statement a letter from your landlord stating the child has been added to the lease. <input type="checkbox"/> Declaration of Eligibility. (Form enclosed) <input type="checkbox"/> Non-Citizen form (if applicable) <input type="checkbox"/> INS card (if applicable)	<input type="checkbox"/> Landlord Statement or a copy of the lease showing the member has been removed from the lease. <input type="checkbox"/> Current household income such as child support, TANF, Social Security, employment, etc.
Adding An Adult Member	Removing An Adult Member
<input type="checkbox"/> Copy of Photo ID and Social Security card <input type="checkbox"/> Proof of relationship <input type="checkbox"/> Copy of Birth Certificate Landlord statement or letter from you landlord stating the new member has been approved to be added to the lease. Authorization for Release form (18 + must sign) <input type="checkbox"/> Declaration of Citizenship Eligibility (18+ must sign) <input type="checkbox"/> Criminal History (new member(s) & head of household must sign) <input type="checkbox"/> Statement of Family Obligations Debt Owed (18 +new member must sign) <input type="checkbox"/> Employment Verification , paystubs, Social Security benefit, TANF, unemployment benefits, pension any source of income. <input type="checkbox"/> Zero Income Affidavit (if applicable)	<input type="checkbox"/> Landlord Statement with a copy of the lease showing the member has been removed from the lease. <input type="checkbox"/> Verification of the member's new address such as a copy of their lease, utility bill, driver's license. <input type="checkbox"/> Divorce/separation papers if removing spouse.

I (head of household's name) _____, herby authorize DCHA to verify the information provided on this form. I understand that if this form is not completely filled out and/or supporting documentation are not attached, the review will be cancelled. I understand that such verification may include contacting any appropriate employers, governmental agencies, or individuals identified on this form. **I certify this information is true and complete**

Head of Household's Signature: _____ Date _____