

**DOCUMENTATION OF CHANGE
IN HOUSEHOLD COMPOSITION**



Name: _____

Address: _____

On _____ the following change in household composition is requested:
Effective Date

When designating Race and Ethnicity use the following codes:
Race: 1=White; 2=Black/African American; 3=American Indian/Alaska Native; 4=Asian; 5=Native Hawaiian/Other Pacific Islander
Ethnicity: 1 = Hispanic and 2 = Non-Hispanic

The Head of Household is requesting approval for the following individuals to move in:
***** CHA will conduct application screening to determine whether the requested new members are eligible to move-in based upon the standards of the current lease and CHA housing policies before approval is granted. *****

MEMBER'S FULL NAME	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH	STUDENT Y/N	SOCIAL SECURITY #	RACE	ETHNICITY

The following household member(s) moved out:

Name(s): _____
Name(s): _____
Name(s): _____

Note: Exiting household members must provide proof of new residency (i.e. lease, mortgage, utility bill). An amended/modified lease or statement from housing provider acknowledging the removal of the household member is required as well.

Check here if at least one original household member resides in the unit.

Notes: _____

Resident Certification of Information

Signature: _____

Date: _____

Print your name: _____

Tel. #: _____