

Per your signed dwelling unit lease, it is your responsibility to **report all changes** in your **INCOME, ASSETS** and/or **FAMILY COMPOSITION** within **10 calendar days** of the occurrence. All changes must be **reported in writing** to the administration office and **written 3rd party verification to confirm the reported changes is required.**

NAME: _____ UNIT #: _____
FIRST LAST

PHONE # WHERE YOU CAN BE REACHED: _____

EMAIL ADDRESS: _____

SECTION A: ADD FAMILY MEMBERS

NAME: _____

SSN #: _____ - _____ - _____ DOB: ____/____/____ RELATIONSHIP: _____

PLEASE PROVIDE ORIGINAL BIRTH CERTIFICATE & SOCIAL SECURITY CARD

***** If requesting to add another person 18 or older, please submit a completed application at time of this request. *****

SECTION B: REMOVE FAMILY MEMBERS

NAME: _____

SSN #: _____ - _____ - _____ DOB: ____/____/____ RELATIONSHIP: _____

***** Please provide 3rd party verification of new residence/address at the time of this request.**

Tenant Signature

Date

OFFICE USE ONLY

Date Received: _____

Received By: _____

☐ Birth Certificate Received

☐ Social Security Card Received

☐ Completed Application Received

☐ Verification of New Residence Received