

**REPORT OF CHANGE OF INCOME OR FAMILY COMPOSITION**  
**Public Housing and/or Section 8**

Family Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Put a check by the type of change you are reporting and write in whatever information you have about the change. Return this form to the office **immediately**.

**CHANGE OF INCOME**

Name \_\_\_\_\_ Date change(s) took effect \_\_\_\_\_  
Describe how the income is changed. What is new or different? What was it before the change?  
\_\_\_\_\_  
\_\_\_\_\_

Name & Address of employer, if employed \_\_\_\_\_  
Rate of pay per hour \$ \_\_\_\_\_ Number of hours worked per week \_\_\_\_\_ Date started \_\_\_\_\_

Is this employment currently a training program?  YES  NO  
IF yes, what type of program? \_\_\_\_\_

You must submit documentation of proof of this change **AS SOON AS POSSIBLE**. Rent change cannot be processed without verification. Failure on your part to submit verification in a timely manner may mean a delay in processing your change.

Call the main office (561-0720) if you have any questions about suitable verification of your income change.

Check here if you are working or going to school and you have to pay child care expenses for which you are not reimbursed by the Department of Social Services or any other agency. A child care verification form must be completed by the child care provider. Forms may be obtained from the office

**CHANGE IN HOUSEHOLD COMPOSITION**

- Person left household (affidavit or proof of other residency will be required for verification): Name \_\_\_\_\_ When? \_\_\_\_\_
- Person would like to join household (written approval of management or landlord is required before the person may move in). Application form and verification of income must be submitted Name \_\_\_\_\_ When? \_\_\_\_\_
- Child born (birth certificate required): Name \_\_\_\_\_ When? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_ 9/02