



422 Belgrade Avenue, Suite 102
North Mankato, MN 56003
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Website: www.scmmchra.org

Household Change Reporting Form

Head of Household: _____

Address: _____ Telephone Number: _____

HOUSEHOLD CHANGE: **ADD** a household member **REMOVE** a household member

ADD: Complete this section to ADD a household member

Name of new household member: _____ Social Security #: _____

Relationship to Head of Household: _____ Male Female

Date of Birth: _____ Age: _____

Disabled? Yes No Citizen? Yes No Race/Ethnicity: _____

Student? Yes No If yes, attach verification of enrollment, tuition and financial aid

Where have they lived in the last 12 months? _____

Are they a registered sex offender? Yes No Proposed move-in date: _____

Check income new household member received in the last 60 days. Possible sources of income:

Wages MFIP/GA/Public Assistance Child Support Unemployment Benefits

Social Security/SSI Pension/VA/Retirement Asset Income Self Employed

Gift Money No Income Other/Explain: _____

Employer / Agency:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone Number: _____

Telephone Number: _____

Fax Number: _____

Fax Number: _____

The new household member must provide:

Legal ID/driver's license or ID card

Original Social Security Card

Birth Certificate / Proof of Birth / Passport

Citizenship/Evidence of Immigration Status

Income, Asset and Student Verifications

Lease showing addition of new adult member

*****NOTICE: New ADULT household members must have approval in writing from HRA and landlord prior to move-in.**

REMOVE: Complete this section to REMOVE a household member

Household member to be removed: _____

Effective date of move-out: _____

You must provide proof that the household member has been removed from the lease, if they are over the age of 18.

I declare under penalty of perjury under the laws of the United States of America and the State of Minnesota that the information above is true, correct and complete.

Signature of Head of Household

Date

Checklist of Documents to Submit With Your Household Change

Anyone listed as a household member must use the subsidized unit as their primary place of residence. They cannot be a household member in any other household.

All adult household members must have an acceptable criminal background and cannot owe any housing authority money.

All adult household members must be approved by the landlord and the HRA before they can move in.

HOUSEHOLD MEMBER CHANGES

To **ADD** someone to the household you must provide:

- Social Security Card (original, NOT a copy)
- Citizenship/evidence of immigration status
- Birth Certificate
- Photo ID for all adults
- Copy of the Lease from the landlord approving adding new household member
- Signed HRA Release of Information Form
- Signed HRA Debts Owed and Termination Form
- Signed HRA Citizenship Form

Proof of all income and assets must be provided for the new household member.

Proof of income and assets (bank accounts) include:

- Pay stubs or letter from employer
- Copy of tax return if self employed
- Letter or print-out from social services, Social Security, or any other agency providing income
- Print-out for child support received or court order documenting child support ordered
- Copies of bank statements including bank account number(s)

NOTE: A criminal background check will be conducted for all adult household members being added to a household.

To **REMOVE** someone from the household:

- You must provide a copy of the Lease as proof that adult household members over the age of 18 have been removed from the Lease.