

Household Change Reporting Form

Head of Household's Full Name:	Last 4 digits SS#:
Address:	

ADD: Complete this section to ADD a household member(s).

NEW MEMBER FULL NAME	RELATIONSHIP Spouse, Co-head, Other Adult, Student 18+, Dependent	S E X	BIRTH DATE	DISABLED Y/N	SOCIAL SECURITY # ALIEN REG #	RACE Black, White, Indian, Asian, Native Hawaii/ Pacific Island	ETHNICITY Hispanic (H)/ Non- Hispanic (N)

List the cities the new member(s) lived in the last 12 months: _____

Is new member a registered sex offender? _____ Yes _____ No

Proposed Move-In Date: _____

INCOME AND ASSETS: List all income and assets for new household member(s). Include full and part-time employment, self-employed earnings, welfare, social security, SSI, pensions, disability compensation, interest, child care earnings, alimony, child support, annuities, dividends, income from rental property, earned income tax credits, armed forces reserves income, scholarship and/or grants, net income from operation of a business, banking and other assets.

Source of income/business or agency	Fax/email/phone	Gross income
		\$ per
		\$ per

Asset (s)	Yes /No	Amount/value	Name of Institution
Checking Accounts		\$	
Savings Accounts		\$	
Other Assets		\$	

Submit this form with the documentation as required from checklist on the back side of this form.

NOTICE: New 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's Full Name to be removed: _____

Effective Date of move-out: _____

Submit this form with the documentation as required from checklist on the back side of this form.

I certify that the information given to the HRA is accurate and complete to the best of my/our knowledge and belief. I understand that false statements or information are punishable under federal law and are grounds for termination of housing assistance and termination of tenancy.

Signature of Head of Household: _____ Date: _____





422 Belgrade Avenue, Suite 102
North Mankato, MN 56003
Telephone: 507-345-1977
FAX: 507-345-5908
Website: www.scommchra.org

Checklist of Documents to Submit with your Household Change Form

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.

NOTE: ALL documents submitted must be dated and include the name of the household member.

To ADD someone to the household, you must provide:

- Social Security card - original for us to copy
- Driver's License/Photo ID
- Birth Certificate for dependent children/Guardianship documentation
- Copy of lease adding person to your household
- Student status documentation – enrollment schedule, tuition and financial aid
- Documentation of income and assets must be provided for the new household member. This documentation includes:
 - Consecutive pay stubs from at least the past 60 days or letter from employer
 - Copy of tax return and monthly Income/Expense reports for self-employment
 - Benefit notice from Social Services, Social Security, or any other agency providing income
 - Annual print out of child support received, copy of court order for child support
 - Copy of most recent bank statements

To REMOVE someone from the household, you must provide:

- Documentation of the new address for household member – copy of lease, landlord statement, a notarized statement from person they are staying with.
 - Documentation from your landlord that the household member has been removed from your lease.
 - Documentation on the change of guardianship for dependent children.
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