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## CHANGE OF HOUSEHOLD REQUEST FORM

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

☐ **ADD:** Complete this section to ADD a household member. A separate form must be completed for each additional household member.

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

1. In which cities/states have the new household member lived during the past 12 months?

Please list all cities/states: \_\_\_\_\_

2. Is the new household member a registered sex offender?

☐ Yes    ☐ No

3. What is the proposed move-in date for the new household member?

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INCOME AND ASSETS:** List all income and assets for new household member. 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)	Account Number	Balance/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: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Household Member Eligibility Requirements

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

All adult household members must pass a criminal background check and must not owe money to any Housing Authority.

All adult household members must be approved by both the landlord and the HRA before moving in.

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## Required Documents to ADD a Household Member

### 1. Identification & Legal Documentation

- ☐ Original Social Security card (must be presented for us to make a copy)
- ☐ Driver's License or Photo ID
- ☐ Birth Certificate for dependent children
- ☐ Guardianship documentation (if applicable)
- ☐ Copy of lease showing the person has been added to your household

### 2. Student Status (if applicable)

- ☐ Proof of enrollment (e.g., class schedule)
- ☐ Tuition and financial aid documentation

### 3. Income & Asset Documentation

Provide all applicable documents below for the new household member:

- ☐ Pay stubs from the past 60 days (consecutive) or a letter from employer
- ☐ Tax return and monthly Income/Expense reports (for self-employed individuals)
- ☐ Benefit letters from Social Services, Social Security, or any other income-providing agency
- ☐ Child support documentation:
  - ☐ Annual payment summary
  - ☐ Court order for child support (if applicable)
- ☐ Most recent bank statements

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## Required Documents to REMOVE a Household Member

### 1. Proof of New Address for Household Member

Submit one of the following:

- ☐ Copy of lease showing the new address
- ☐ Landlord statement confirming residency
- ☐ Notarized statement from the person they are currently staying with

### 2. Proof of Removal from Previous Lease

- ☐ Documentation from your landlord confirming that the household member has been removed from your lease

### 3. Change of Guardianship for Dependent Children

- ☐ Legal documentation confirming any change in guardianship

 **Important Note:** All documents submitted must be dated and must include the name of the household member.