

CARBONDALE HOUSING AUTHORITY

REPORT CHANGE IN FAMILY SIZE AND COMPOSITION

All changes must be reported immediately. Proper documentation is to be provided for the change to be in effect.

Account Number _____ Address: _____

Head/Co-Head: _____

AS REQUIRED BY MY LEASE, I wish to report change in family size and composition:

☐ MOVED IN

Name of person who moved in _____

Age _____ DATE OF BIRTH _____ SOCIAL SECURITY # _____ - _____ - _____

Relationship to head of family _____

Total income of person who moved in (include pensions) \$ _____ per _____

List all sources of income for your household:

1. Employment income from private or public employer \$ _____
2. Social Security benefits, retirement or annuity benefits \$ _____
3. Pension or Veteran's benefits \$ _____
4. Worker's compensation benefits \$ _____
5. Paid vacation, maternity leave payments, or severance pay \$ _____
6. TANF or other type of public assistance \$ _____
7. Educational scholarships or grants \$ _____
8. Money, gifts or contributions from friends, relatives, churches or agencies. _____
9. Income from Self-employment \$ _____
10. Income from any other source not listed above \$ _____

Why has the person moved into the dwelling unit? _____

How long does he/she expect to remain? _____

If new baby, give: Name _____ Date of Birth _____

☐ MOVED OUT

Name of person who moved out _____

Date Moved out _____ Reason _____

Moved to _____

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT

Signature of Lessee _____

I/We understand that I/we must report changes in income **within ten days** of receipt and that rent may be charged retroactively to the change date if I/we fail to timely report changes.

Signature of Head of Household or Co-Head

Date

Signature of Household Member Report Zero Income

Date

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.