



Family Notice of Change(s)

This form **must** be submitted with all the proper documentation in order for a change to be considered. Changes must be reported within fourteen days of occurrence.

Head of Household: _____ Last 4 of SS #: _____
Address: _____ City: _____
Phone: _____ Email: _____

❖ **Income Change:** Please indicate if household income has increased and/or decreased and attach verification of the change.

My income has **increased**. Explain: _____

My income has **decreased**. Explain: _____

IMPORTANT: You must continue paying your current rent portion until you receive a written response from HACA.

❖ **Household Change:** Please provide the following information for the person(s) planning to be added/removed from your household.

Adding Removing **Name:** _____
This person is a: Minor Live-in Aide Other Adult

Adding Removing **Name:** _____
This person is a: Minor Live-in Aide Other Adult

IMPORTANT: HACA cannot make changes to your lease. While HACA is reviewing your request, it is your responsibility to work with your landlord to add persons to your lease. **If your landlord does not authorize this change to your lease, you may be required to move.** HACA will issue a voucher upon receipt of a notice to vacate from either yourself or the landlord.

❖ **Other:** Please describe the change you would like to report to HACA.

SIGNATURE (Head of Household)

Date
