

## REQUIRED DOCUMENTS FOR CHANGE IN HOUSEHOLD COMPOSITION

### Adding a household member

With the exception of children who join the household as a result of birth, adoption, or court-awarded custody, a tenant must request PHA approval to add a new family member or other household member (spouse, inter-dependent relationship partner, live-in aide or foster child).

This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days, or 90 cumulative days, within a twelve month period, and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by PHA prior to the individual moving in the unit

What to Send to PHA	Acceptable Documents	Document/s that must be completed by Head of Household and/or new
<ul style="list-style-type: none"> <li>· Birth certificates/proof of age/proof of birth for all household</li> <li>· Photo ID (if 18 years of age or older)</li> <li>· Documentation of a valid SSN</li> <li>· Proof of income for new household member</li> </ul>	<ul style="list-style-type: none"> <li>· Examples include birth certificate, passport, driver's license, and social security letter.</li> <li>· Clear, valid government issued photo ID on file for every adult household member</li> <li>· An original social security card issued by the Social Security Administration, SS benefit letter, welfare agency documents, military papers, unemployment insurance documents</li> </ul>	<ul style="list-style-type: none"> <li>· Add Household member on the <i>Application for Continued Occupancy</i></li> <li>· Declaration of Citizenship form (all household members)</li> <li>· PHA Authorization for the release of information (18 years of age or older)</li> </ul>

### Removing a household member

What to Send to PHA	Acceptable Documents	Document that must be completed by Head of Household
<ul style="list-style-type: none"> <li>· Proof that household member has vacated the unit</li> </ul>	<ul style="list-style-type: none"> <li>· Driver's License with the new address</li> <li>· Lease or utility bill with the new address</li> <li>· Death Certificate</li> <li>· Letter from a government agency attesting to the new address</li> <li>· Notarized statement attesting to the new address</li> </ul>	<ul style="list-style-type: none"> <li>· Circle Remove Household member on the Application for Continued Occupancy</li> </ul>