



REQUIRED DOCUMENTS FOR CHANGE IN HOUSEHOLD COMPOSITION

Addition to household

What to Send to PHA	Acceptable Documents	Document/s that must be completed by Head of Household and/or new household member
<ul style="list-style-type: none"> • Birth certificates/proof of age/proof of birth for all household • Photo ID (if 18 years of age or older) • Documentation of a valid SSN • Proof of income for new household member 	<ul style="list-style-type: none"> • Examples include birth certificate, passport, driver's license, and social security letter. • Clear, valid government issued photo ID on file for every adult household member • An original social security card issued by the Social Security Administration, SS benefit letter, welfare agency documents, military papers, unemployment insurance documents 	<ul style="list-style-type: none"> • Addition to Household request form • Citizenship form • HUD 9886 • PHA Authorization for the release of information

Removal from household

What to Send to PHA	Acceptable Documents	Document that must be completed by Head of Household
<ul style="list-style-type: none"> • Proof that household member has vacated the unit 	<ul style="list-style-type: none"> • Driver's License with the new address • Lease or utility bill with the new address • Death Certificate • Letter from a government agency attesting to the new address • Notarized statement attesting to the new address 	<ul style="list-style-type: none"> • Removal from Household request form