



## REQUIRED DOCUMENTS FOR CHANGE IN HOUSEHOLD COMPOSITION

### Adding a household member

What to Send to PHA	Acceptable Documents	Document/s that must be completed by Head of Household and/or new member
<ul style="list-style-type: none"> <li>• Birth certificates/proof of age/proof of birth for all additions</li> <li>• Photo ID (if additional member is 18 years of age or older)</li> <li>• Documentation of a valid SSN for all additions</li> <li>• Proof of income for new household members</li> <li>• If the household member being added is an eligible non-citizen: Permanent Resident Card or other verification of eligible status</li> <li>• Verification of custody, adoption, marriage, or other reason for addition</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 non-expired government-issued photo ID on file for every adult household member addition</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> <li>• Eligible non-citizen: Permanent Resident Card, passport or other document with visa or otherwise verifying eligible status</li> <li>• Court awarded custody documentation, adoption documentation, certificate of marriage</li> </ul>	<ul style="list-style-type: none"> <li>• Add Household member on the <i>Application for Continued Occupancy</i> and check “Added”</li> <li>• Declaration of Citizenship form (all additions)</li> <li>• PHA Authorization for the Release of Information (18 years of age or older)</li> <li>• HUD 9886 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>• Check “Removed” for applicable Household member on the <i>Application for Continued Occupancy</i></li> </ul>