

Household Members No Longer Residing in the Unit

1. If a family member no longer resides in the unit, the family must notify PHA/PAPMC within 30 calendar days from the date the family member moved out of the unit.
2. When a family member no longer resides in the unit, the family must provide verification that the family member has moved out.
3. Verification includes, but is not limited to:
 - a. A Driver's License with the new address
 - b. A utility bill with the new address
 - c. Notarized statement attesting to the new address
 - d. A Death Certificate
 - e. Verification from a Nursing Home, a letter from the family member's new landlord, a certification from the family member who has moved or a certification from the Head of Household that the family member no longer resides in the unit.

#	Name	Relationship to HOH	Move-Out-Date	Reason
1				
2				
3				
4				

1. Forwarding Address: _____
Verification Method : _____
2. Forwarding Address : _____
Verification Method: _____
3. Forwarding Address : _____
Verification Method : _____

Signature of Client

Date

Signature of PHA/PAPMC Staff

Date

Head of Household: _____
Name and Signature Date

Notary: _____
Name and Signature Date

Date Commission Expires Date

Reviewed by PHA/PAPMC: _____
Property Manager Signature Date

Notes:

