



CHANGE FORM

Decreases in tenant rent are effective the 1st of the following month for changes reported in writing and verified by the 25th of the month.

Head of Household Name: _____ Date: _____

Contact phone number: _____

Tell us about your change(s) and the date it/they happened. (Examples: "I started a new job.", "I lost my job.", "I got a pay raise at work.", "I started getting child support.", "My FIP ended.", "I had a baby.", "A family member moved out.")

Date: _____

Date: _____

Child you are adding : Full name: _____ date of birth: _____

Social Security Number: _____

List ALL current income you and your household members now have:

°Monthly FIP amount received: \$ _____ °Monthly Food Stamp amount received: \$ _____

°Monthly Social Security or SSI (gross amounts): \$ _____ °Monthly Pension: \$ _____

°Job #1 - list employer name and gross monthly pay: _____ \$ _____

°Job #2 - list employer name and gross monthly pay: _____ \$ _____

°Monthly Child Support amounts: \$ _____ (If you have more jobs, list on the back)

°Weekly Unemployment amount: \$ _____

°Money given to you monthly from someone outside your household: \$ _____

°Other income source and amount: _____ \$ _____

Attach all paperwork that pertains to the change. *This includes any of the following:

- | | | |
|------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|
| ❖ DHS letter (FIP, Food Stamps) | ❖ To Add Child Need: | ❖ To Add Adult Need: |
| ❖ Unemployment Letter | -Birth Certificate | -Permission document from your Landlord |
| ❖ SS/SSI/SSDI Benefit Letter | -SS Card | -Appointment with your Housing Coordinator to do the paperwork |
| ❖ Offer of Employment Letter | -Custody documents | |
| ❖ Termination Letter from employer | ❖ To Remove Adult Need: | |
| ❖ Child Support Printout (past 3 months) | -Copy of New Lease <u>or</u> | |
| ❖ Pension (Monthly Payment) | -Copy of utility bill showing new address <u>or</u> | |
| ❖ Paycheck Stubs (3 most recent) | -Statement from Landlord | |

CERTIFICATION: I hereby swear and attest that all of the information above about me and my household is true and correct. I also understand that all changes in income of any member of the household as well as any changes in household members must be reported to CIRHA in writing within 10 days of the change.

WARNING! Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the United States. This includes the U.S. Department of Housing and Urban Development and thereby CIRHA.

Signature of Head of Household

Date

