Request for Family Composition Change

REV: 04/2025

Date Called or Emailed: _____
HOH/Co-Head: _____
Address: _____

Phone #: _____

Email: _____

Addition to Household:

New family members do not require approval because of birth, adoption, or court-awarded custody. However, the family is required to notify the PHA and provide required documents. A tenant must request the PHA approval to add any other new family member.

Family members are defined as a) the spouse, domestic partner, and their minor children, or b) tenant's child, stepchild, sibling, mother, father, grandparent, grandchild, mother-in-law, father-in-law.

Note: Spouse or domestic partner will be added as Co-Head, if approved.

If adding a new family member requires a transfer to a larger size unit, the tenant must demonstrate that there are medical needs that should be considered, unless the addition is because of birth, adoption, or court-awarded custody. Refer to ACOP Chapter 9, Part III.

Household members are defined as live-in aide, foster child, and foster adult.

Is this a request for a Live-In-Aide? **___Yes ___No**

Is this a request for reasonable accommodation for a person with a disability? **___ Yes ___No**

Addition's Name: _____ Age: _____
Relation to Head or Co-Head: _____
D.O.B.: _____ Soc. Sec. # _____
Present Address: _____
Phone No.: _____
Income Source: _____
Assets: _____
Reason for Addition: _____

Does the addition have minor children not listed on this request, including current pregnancy?
__Yes __No If yes, explain: _____

Did addition ever live in BHA: **___Yes __ No**
If yes, who was the HOH: _____
Address: _____

Deletion of HH:

Member's Name: _____

Reason for deletion: _____

_____

_____

Forwarding Address: _____

_____

_____

For Deletion: Must provide the following documents, if applicable:

- ☐ A Lease (All pages must be provided) OR Notarized Statement from property owner if appl.
- ☐ Picture I.D. with new address if appl.
- ☐ Income source with new address if appl.
- ☐ Self-Certification, as a last resort.

For Addition to HH: Required Documents Received:

- ☐ Birth Certificate
- ☐ Social Security Card
- ☐ Proof of Address (lease/notarized statement from property owner)
- ☐ Current Picture ID
- ☐ Proof of Income(s) and Asset
- ☐ Other: _____

TO MAKE THE REQUEST COMPLETE AND VALID, THE TENANT MUST:

1) READ, SIGN, AND DATE THE APPLICANT/TENANT CERTIFICATION.
2) SUBMIT PROOF OF CHANGES

_____ _____ _____ _____

HOH/Co-Head Signature **Date** **Staff Signature**