

**CHANGE IN HOUSEHOLD INCOME and/or COMPOSITION –  
INTERIM RECERTIFICATION**

You must report the following changes to the Management Office, in writing, within ten (10) calendar days of the change:

1. All changes that occur to your family income. This includes earned and unearned income and all assets. Management will determine if your change will result in a change to your portion of the rent.
2. If any person is added to your household, or if any person leaves your household. You must obtain approval from your landlord before adding a person to your household. The ten day reporting requirement means that you must report the change **within ten (10) calendar days from the effective date of the change**, in writing. Changes will not be accepted over the telephone.

**DECREASES IN INCOME:** You may report decreases in the household income, in writing, as it may result in a decrease in your portion of the rent. Complete the information below. Submit the original to the Management Office. Keep one copy for your records. Check all that apply and complete the requested information:

☐ A decrease in income effective: \_\_\_\_\_. Explain: \_\_\_\_\_

\_\_\_\_\_

☐ An increase in income effective: \_\_\_\_\_. Explain and list the name and address of your source of this income:

\_\_\_\_\_

☐ I wish to add a member(s) to my household effective: \_\_\_\_\_. Please explain and list the name and relationship of person(s) you wish to add:

\_\_\_\_\_

☐ A member is leaving, or has left, my household effective: \_\_\_\_\_. Please explain and list the name and relationship of person(s) that is leaving:

\_\_\_\_\_

☐ Other information I would like to report:

\_\_\_\_\_

**PLEASE PRINT:**

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Address:

\_\_\_\_\_

**I/We certify the above information is true and correct.**

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Head/Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management

\_\_\_\_\_  
Date