



Facts to Remember

1. **Changes in Household Composition** - The addition of a family member as a result of birth, adoption, or court-awarded custody/guardianship does not require prior approval. However, the family is required to promptly notify Property Management of the addition, as well as supplying required documentation.
 - a. With the exception of children who join the family as a result of birth, adoption, or court-awarded custody/guardianship, a family must request approval to add a new family member or other household member
 - b. If a family member no longer resides in the unit, the family must inform Property Management within 10 business days. This requirement also applies to family members who had been considered temporarily absent, who are now permanently absent.
2. **Changes in Household Income** - Families are required to report all increases in income, including new employment, within 10 business days of the date the change takes effect. In addition, decreases in income that are long term/permanent should be reported as soon as possible. To determine whether a reduction in income will be permanent, the family will be required to supply their last 4 paystubs and/or letter from employer.

The following documentation must be submitted with the Interim/Change form.

- ✓ **A reduction in work hours**; you must supply 4 current paystubs **or** letter from employer
- ✓ **A loss of income source**; you must supply the termination letter (letter stating you no longer receive income)
- ✓ **A household member has moved out**; you must supply proof that the other adult member no longer resides with you. Examples of proof are their new lease, utility bill or mail in their name reflecting a different address. Additional documentation may be requested
- ✓ **Requesting to add a minor**; you must supply Birth Certificate, SS card and proof of guardianship or custody (if you are not the biological parent)
- ✓ **Additional Income**; Supply 2-4 current paystubs and/or a letter from your employer, current benefit letter/printout

3. **YOU MUST CONTINUE TO PAY YOUR CURRENT RENTAL AMOUNT**; once a change has been processed you will be notified by mail of your new rental amount, as well as the effective date of the change.