



Housing Authority of the City of Raleigh, North Carolina

Leased Housing

Priscilla B. Batts
Director of
Leased Housing

900 Haynes Street
Raleigh, NC 27604

Applications
(919) 831-6387

Section 8 HAPP
(919) 831-6620

CHANGE OF STATUS FORM (Household Composition)

Please print in ink. Additional persons added to the household and removals from the household must be reported within 30 business days. Failure to report changes may result in termination of housing assistance.

ALL TENANTS- PLEASE FILL OUT THIS PORTION:

Head of Household: _____

 First Name Middle Initial Last Name Home Telephone Number

Street Address City State Zip Code Work Telephone Number

ONLY FILL OUT THIS PORTION IF YOU ARE ADDING AN INDIVIDUAL TO YOUR HOUSEHOLD:

*For each additional member you must attach a copy of his or her birth certificate and social security card. Note: A criminal background investigation will be requested for individuals age 18 and older. **(The family must inform the Housing Authority in writing of the birth, adoption or court ordered custody of a child. The family must request the Housing Authority's approval to add any other household member as an occupant of the unit.) This form must be taken to your current landlord.**

*******SUBJECT TO LANDLORD APPROVAL*******

New Person Information: _____

 First Name Middle Initial Last Name

Previous Address _____ Social Security Number _____

Date of Birth _____ Relationship to you _____ Sex _____

Landlord Approval Information: Landlord Name: _____ Phone: _____

Landlord Signature: _____ Date of Approval: _____

ONLY FILL OUT THIS PORTION IF YOU ARE REMOVING AN INDIVIDUAL FROM YOUR HOUSEHOLD:

Person to remove: _____

 First Name Middle Initial Last Name

Reason for removing the individual: _____

When adding a person to your household NOTE:

DO NOT ADD ANYONE TO YOUR HOUSEHOLD UNTIL THE RALEIGH HOUSING AUTHORITY HAS APPROVED IT.

The family must promptly inform the Raleigh Housing Authority of the birth, adoption, or court-awarded custody of a child. The family must request Raleigh Housing Authority approval to add any other family member as an occupant of the unit. No other person, i.e. nobody but members of the assisted family, may reside in the unit (except for a foster child or a live-in aid).

IMPORTANT INFORMATION

If the individual is **under the age of 18**, please attach copies of:

- Legal documentation from the court system or from the North Carolina Legal system showing that you have legal guardian ship if not your child/children.
- Social Security Card
- **Certified** Birth Certificate (Mother's copy is acceptable if adding a newborn under the age of (1))
- Proof of any income received for this person (Child Support, SSI, AFDC)
- Citizenship form (See Receptionist)

If the individual is **over 18**, please attach copies of:

- Social Security Card
- Drivers Licenses or State ID
- **Certified** Birth Certificate
- Proof of any Income (Wages, SSI, SS, AFDC etc.)
- Citizenship Form (See Receptionist)
- Authorization for Release of Information must be completed (See Receptionist)
- Marriage Certificate
- Employment Information (4 Consecutive Pay Check Stubs) or (complete the following forms: Zero Income Form & Affidavit of No Income).

*Raleigh Housing Authority will conduct a criminal background check on individuals 18 years of age or older.

If the individual has engaged in any of the criminal activities listed below, they will not be allowed to move into your unit.

1. Engaged in a misdemeanor within the last 5 years
2. Engaged in a felony within the last 7 years

WARNING: Section 1001 of the Title 18 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 departments of the United States Government.

I hereby give Raleigh Housing Authority permission to request and obtain information required to perform a change based upon the information provided by me, which is listed above and /or attached.

Tenant's Signature: _____ Date: _____