

Application Status Change/Update Form

Changes in address, telephone number(s), and any additions to or deletions from the household must be submitted in writing to RHA. Failure to report address changes may result in your file being withdrawn due to RHA not being able to notify you when you reach the top of our waiting list(s). ***Please PRINT clearly.***

ADDRESS CHANGE UPDATE:

HEAD OF HOUSEHOLD FULL NAME (Please print): _____

Last (4) digits of Social Security Number: XXX-XX-_____ (Head of Household)

Old Address: _____ City: _____ State: _____ Zip: _____

New Address: _____ City: _____ State: _____ Zip: _____

Cell phone: () _____ Home Phone: () _____

Email Address: _____

HOUSEHOLD COMPOSITION UPDATE:

Check One: ___ Add / ___ Remove Family Member(s) listed below.

First Name: _____ Middle Initial: _____ Last Name: _____

Place of Birth: _____ City: _____ State: _____

Last 4 digits of Social Security Number: XXX-XX-_____ Age: _____ Date of Birth: _____

Relationship to you: _____ Sex: Male Female

Please list any other changes below:

HOUSING PREFERENCE UPDATE (current verification must be included):

___ Working Preference (2 pay stubs)

___ Wake County Resident or Employee (Wake County ID or Proof of Job Location)

___ Disability Preference (SSI Award letter)

___ Other (Please explain: _____)

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.

PRIVACY ACT NOTICE: The collection, maintenance, use, and dissemination of SSNs, EINs, any information derived from SSNs and Employer Identification Number (EINs), and income information under this subpart shall be conducted, to the extent applicable, in compliance with the Privacy Act (5 U.S.C. 552a) and all other provision of Federal, State, and Local Law.



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INSTRUCTIONS FOR APPLICATION STATUS CHANGE/UPDATE FORM

Please read carefully before completing the status change form on the reverse side. It is the applicant's responsibility to notify Raleigh Housing Authority if there is an address change and if it differs from what we have on record. Failure to do so may result in your application being withdrawn due to being unable to notify you when you reach the top of our waiting list(s).

1. When filling out a status change form, only mark the change you are reporting.
2. If you are adding someone to your household, follow the instructions below.

*For each person **under age 18**, please attach copies of the following:*

- Social Security Card
- Certified Copy of Birth Certificate
- Proof of all income received for that person if applicable.

Note: Legal Custody Documentation must be provided if the child is **not** biologically yours.

*For each person **18 and over**, please attach copies of the following:*

- Social Security Card
- Certified Copy of Birth Certificate
- Marriage license (if adding spouse)
- Photo ID (18 years and older)

All forms and copies submitted should be clear and easy to read. If they are not, your information may not be processed and the paperwork returned to you. Once your paperwork is accepted, RHA is unable provide you with copies of what you have submitted.

Note: A criminal background check will be performed on all family members 18 years and older at the time your application is pulled from the waiting list to determine program eligibility.

For Housing Authority Use Only

NOTE: _____
