

**RALEIGH HOUSING AUTHORITY
CHANGE OF STATUS FORM (HOUSEHOLD COMPOSITION)**

Instructions for completing this form:

1. Complete this form in ink. Faxed or email copies are not accepted without prior approval by the Housing Manager.
2. The Property Owner/Manager must approve the new household member BEFORE this form is submitted.
3. A new lease or lease addendum completed by the Property Owner/ Manager must be submitted with this form to add or remove any household member.
4. The addition and removal of persons to and from a household must be reported within thirty (30) calendar days. Failure to report changes in your household can result in termination of housing assistance.
5. When adding individuals under the age of 18 to your household submit with this form: a copy of the Certified Birth Certificate, Social Security card, a Citizenship form, legal documentation from the courts or NC legal system showing legal guardianship, if not your child, and proof of any income received for this person (child support, SSI, AFDC, etc).
6. When adding individuals age 18 or over, a **criminal background investigation** will be conducted. (If they have committed a misdemeanor within five (5) years; a felony within seven (7) years; currently incarcerated or is a sex offender they cannot be added to your household.) Submit with this form: a copy of the Certified Birth Certificate, Social Security card, State issued identification, proof of income (wages, SSI, SS, AFDC, etc), a Citizenship form; Authorization for Release of Information, Marriage Certificate (if applicable) and Employment Information (four (4) recent consecutive paystubs or Zero Income form with Affidavit of No Employment and an Asset Form).
7. When removing individuals from your household, complete the other side of this form and submit a copy of the lease showing them removed from the lease.
8. For **adoption** or **court ordered custody of a child**, a copy of the court documents must be submitted with this form. The addition of foster child(ren) assigned by a State Agency, must be reported and the child approved to reside in the unit.
9. It is the tenant's responsibility to provide Raleigh Housing Authority with all necessary documents for verification of the Change of Status.

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 department of the United States Government.

Privacy Act Notice: The collection, maintenance, use and dissemination of SSNs, Employer Identification Numbers (EIN) any information derived from SSNs and 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.

Violence Against Women Act (VAWA) Notification: VAWA provides protections for victims of domestic violence, dating violence, stalking, or sexual assaults to prevent them from being denied admissions to or from losing housing solely as a result of being a victim. This protection extends to all household members listed on a housing assistance application or lease agreement. At any time it is made known to RHA that an applicant, resident or voucher recipient is a victim of domestic violence, RHA will pause its negative subsidy action to allow the victim the time needed to provide documentation/verification of the abuse.

Right to Reasonable Accommodation: Applicants and assisted families have the right to request reasonable accommodations. Please notify staff if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services.

Immigration Notification: Financial assistance is contingent upon the appropriate submission and verification of documentation of citizenship or eligible immigration status. Proof of citizenship or eligible immigration status is required before an offer of housing assistance to a family. A list of acceptable submission and verification documentation is available on our website at www.rhaonline.com.

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

Please complete all sections of this form that apply to you: If you are currently in the moving process, no changes will be made to the household composition once the RFTA move packet has been received by RHA. You may submit changes to your household after you receive the Final Rent Adjustment letter for the new unit.

I'm in the Moving Process I'm a New Voucher Holder

Head of Household: _____
 First Name Middle Initial Last Name Social Security# Last (4) Digits

Street Address City State Zip Code Contact Telephone Number

E-Mail Address _____

I am **ADDING** to my household _____ I am **REMOVING** from my household _____ **1**

Person's Information: _____
 First Name Middle Initial Last Name

Previous Address _____ Last 4 digits of SS # _____

Date of Birth Relationship to you Gender

If removing, state reason for removal: _____

I am **ADDING** to my household _____ I am **REMOVING** from my household _____ **2**

Person's Information: _____
 First Name Middle Initial Last Name

Previous Address _____ Last 4 digits of SS # _____

Date of Birth Relationship to you Gender

If removing, state reason for removal: _____

I am **ADDING** to my household _____ I am **REMOVING** from my household _____ **3**

Person's Information: _____
 First Name Middle Initial Last Name

Previous Address _____ Last 4 digits of SS # _____

Date of Birth Relationship to you Gender

If removing, state reason for removal: _____

The Property Owner/Manager's Information and signature are required for approval: (NEW LEASE or LEASE ADDENDUM REQUIRED)

Landlord Name: _____ Phone: _____

Landlord Signature: _____ Date of Approval: _____

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NOTE: You are responsible for paying your current rent portion until you receive a new rent notification letter from Raleigh Housing Authority advising you of your new rent portion. In addition, if your income change is not reported within thirty (30) calendar days, it may cause income discrepancy. All changes not reported within thirty (30) calendar days will be effective immediately no thirty (30) day grace period will be given.
This office has 30 business days, from the date of receipt, to process this information you provided (_____) Tenant's Initials

By signing below, 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. I further acknowledge that I have read and understand the instruction above and that I must continue to pay my current rent portion until notified, in writing, of my new rent portion by Raleigh Housing Authority.

 Signature Head of Household Date

 Signature of Household Member Date