

## REPORTING CHANGES

Please use this form to report changes in income, assets, additions to the household through birth, adoption, court awarded custody, return of a child, or if someone moves out of the household. Complete this form and send to your housing representative by fax, e-mail, or mail to 3989 Ruffin Road, San Diego, CA 92123. You may make copies of this form.

*You must report all changes within 14 days. Failure to report changes timely may result in the termination of your rental assistance. In some cases you may owe money to the Housing Authority or we may have grounds to refer certain fraudulent activities for criminal prosecution. If your assistance is terminated you will be responsible for paying the full contract rent.*

**DATE OF CHANGE:** \_\_\_\_\_

**DESCRIBE CHANGE** (see the reverse side for other information you may need to send in):

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I \_\_\_\_\_ (**PRINT NAME**) certify under penalty of perjury that the reported change(s) are true and correct and any additional/future changes will be reported immediately.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

## Reporting a Change

If you are reporting...	Verification Needed
Loss of wages No Income	<input type="checkbox"/> A letter from employer, stating date of termination <input type="checkbox"/> Last pay stub with notation
Loss/decrease of Benefits: <input type="checkbox"/> Social Security <input type="checkbox"/> Cash Aid <input type="checkbox"/> Unemployment <input type="checkbox"/> Disability <input type="checkbox"/> Worker’s Comp <input type="checkbox"/> Child Support	<input type="checkbox"/> A termination letter from agency providing benefits, stating date of termination <input type="checkbox"/> Letter from agency providing benefits with new amount <b>Please note: Change will take place on the first of the next month after verifications are received.</b>
New Employment Increase of wages and/or number of hours of work	<input type="checkbox"/> A letter from employer, stating rate of pay, hours per week, date of hire <input type="checkbox"/> Paystubs reflecting increase of wages/hours
Increase in Benefits	<input type="checkbox"/> An award letter from benefit source, stating amount of benefits and starting date
Addition of Adult Household Members  <b>(Please note: Household members must be approved before they move in)</b>	<input type="checkbox"/> Birth Certificate, SS Card, Photo ID, Permanent Residence Card (as applicable) <input type="checkbox"/> Letter from Landlord/amended lease stating the approval
Adult Household Members Moved Out	<input type="checkbox"/> Verification of new address – such as a lease or utility bill <input type="checkbox"/> A letter from landlord stating that household member is no longer living in unit <input type="checkbox"/> Death certificate (if applicable)
Addition of Minor to Household	<input type="checkbox"/> Birth certificate and SS Card <input type="checkbox"/> Court order (If applicable)
Removal of Minor from Household	<input type="checkbox"/> Written statement
Rent Increase	<input type="checkbox"/> Copy of the rent increase notice