



BOSTON HOUSING AUTHORITY

Leased Housing
 52 Chauncy Street, Floor 1, 4, & 5
 Boston, Massachusetts 02111

Phone: (617) 988 4400
 TDD: 800-545-1833 x420
www.BostonHousing.org

(This information is available in alternative format upon request.)

INTERIM CHANGE REQUEST

Head of Household Name		Date	
Address		Phone	Email Address

I. INCOME CHANGE

I am reporting a **DECREASE** in income:

Household Member Name	Name and Full Address and Phone Number or Email Address of Income Source	NEW Income	How Often?	Date of Change
		\$		
Explain the Income Decrease:				

Report an **INCREASE** in income.

Household Member Name	Name and Full Address and Phone Number or Email Address of Income Source	NEW Income	How Often?	Date of Change
		\$		
Explain the Income Increase:				

II. HOUSEHOLD COMPOSITION CHANGE

I would like **REMOVE** the following Household Member:

Last Name	First Name	MI	Date of Birth	Sex (M/F)	Relation
Reason for Removal:					
New Address:					
In order to remove a Household Member, please provide the following:					
Under 18:	Court-Awarded Change of Custody or School Record showing new address, or other documentation approved by the BHA and statement from HOH indicating date of removal				
18 or older:	Utility Bill, Lease or Statement from New Landlord showing new address or other documentation approved by the BHA and statement from HOH indicating date of removal				

I would like **ADD** the following Household Member:

Last Name	First Name	MI	Date of Birth	Sex (M/F)	Relation
Disability Yes <input type="checkbox"/> No <input type="checkbox"/>	U.S. Citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Full-time Student Yes <input type="checkbox"/> No <input type="checkbox"/>	Race	Hispanic/Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Social Security # or Alien Registration #
Reason for Addition:					
In order to add a Household Member, you must provide the following:					
Under 18:	Birth Certificate, Social Security Card, Court-Awarded Custody (if applicable), Landlord Approval (unless added by birth)				
18 or older:	Birth Certificate, Social Security Card or Immigration Documents, Marriage Certificate (if applicable), Proof of Income, Landlord Approval				

IV. CERTIFICATION STATEMENT

Criminal and Administrative Actions for False Information

I certify that the information given to the BHA on household composition, income, net family assets, allowances and deductions is true and complete to the best of my knowledge and belief. I understand that giving false statements or information can be grounds for punishment under federal and state laws. I also understand that giving false information or failing to provide complete information can be grounds for termination of housing assistance. I further understand that we are required to report any increase in income of \$200.00 or more, per month in writing to the BHA within 30 days of receiving the increase. Failure to do so can be grounds for termination of assistance. Signed under the pains and penalties of perjury:

Signature of Head of Household

Date

A. The following documents are considered proof of income changes

- Four (4) consecutive paystubs for all employment income
- Current statement of income from SS, SSI, SSDI
- All pages of current bank statement
- Current unemployment benefits and/or worker's compensation statement(s) or award letter
- Current welfare budget letter.
- Current statement(s) and/or court order(s) for child support and alimony
- Current statement of any regular financial contribution received by any member, including but not limited to, any funds to pay bills (must be signed and dated by the person/organization making the contribution)
- Current statement of any other income not listed above
- If any household member is self-employed (has their own business), the last filed tax return (1099 and all tax schedules) and most recent accounting ledger

B. To REMOVE a household member from your voucher you must provide:

- Documentation of the leaving household member's new place of residence AND
- A statement from the head of household indicating the date of change

C. To ADD a household member you MUST provide:

All Income Document Listed in Paragraph A above, AND

The forms below signed by the adult seeking to join your household:

- Leased Housing Questionnaire
- Debts Owed to Public Housing Agencies
- Criminal Background Check Authorization if 14 or older.
- Authorization for the Release of Information (HUD-9886)
- Declaration of Citizenship

AND the following documentation for the new household member:

- Birth certificate and proof of Social Security number for any new household member
- If new household member is a **child**: adoption papers , court awarded custody order, letter from DCF, or a statement from the birth parent that the child will reside solely with you
- Photo ID for new adult household members (18 and older)
- Proof of immigration status for any new household member not a U.S. citizen (INS document/Green Card)
- Proof of full time student status for any family member.