

TENANT CHANGE REPORT FORM FOR A CHANGE IN HOUSEHOLD MEMBERS

ALL changes must be reported in writing within TEN (10) days of the date of the change BY COMPLETING THIS FORM AND ATTACHING VERIFICATION! Emails, voicemails, and phone calls are **NOT accepted as proof of change. **ALL** required documentation supporting this change **MUST** be attached to this form **BEFORE** any change will be processed.**

Date: ___/___/___

Print the Name of the Head of Household: _____

Social Security Number of the Head of Household: _____

Phone Number: _____

Address: _____

CHANGE IN HOUSEHOLD MEMBERS:

CHOOSE ONE: Moving Someone In Moving Someone Out

NEW MEMBER INFORMATION:

Full Name: _____

Date of Birth: ___/___/___ Social Security Number: _____

Date you are Requesting the change to start: ___/___/___

ALL HOUSEHOLD MEMBER CHANGES REQUIRE VERIFICATIONS THAT MUST BE ATTACHED TO THIS FORM! PLEASE SEE THE REVERSE SIDE OF THIS PAGE FOR ADDITIONAL INSTRUCTIONS!



If you have filled out a tenant Change Form without providing all required documentation to support the changes reported, then **NO CHANGES WILL BE ACTED ON UNTIL YOU PROVIDE PROOF.** Failure to return the Tenant Change Form and the corresponding required verifications will result in a **FORFEIT** of a **30 DAY NOTICE** for a change in your rent portion. All increases in your portion will be back dated to the date of the change and **NOT** the date you reported it to Sioux Falls Housing & Redevelopment Commission.



Instructions for Completing This Form

The U.S. Department of Housing & Urban Development (HUD) places a high priority on preventing FRAUD. Fraud is providing false or incomplete information. Providing false or incomplete information will result in all applicable penalties being applied.

ALL changes must be reported in writing within TEN (10) days of the date of the change. If you are reporting new employment or termination of employment, this form must be submitted within 10 days of the change along with the documentation that verifies/supports the change. See the list below for what documentation is needed for the change you are reporting.

YOU WILL NEED TO ATTACH DOCUMENTATION OF THIS CHANGE TO THIS FORM **BEFORE** YOU TURN IT IN!

TYPES OF DOCUMENTATION NEEDED TO ADD/REMOVE A FAMILY MEMBER:

Adding a Newborn:

- Social Security Card for Newborn
- State Issued Birth Certificate for Newborn
- Signed/Completed Citizenship 214 Form (attached)

Adding a Family Member from Outside the Home:

- If 18 or older, provide a note from the Landlord allowing this individual to move in
- Social Security Card for new member
- State Issued Birth Certificate for new member
- If this person is your spouse, a copy of your marriage license must be provided.
- Signed/Completed Citizenship 214 Form (attached)
**If the new member is not a citizen, then you must provide a copy of the new members Permanent Resident Card as well as a signed Verification Consent Form
- If this person is 18 years of age or older you also need the following:
 - Debts Owed to Public Housing Agencies Form signed by new member
 - Completed "Things You Should Know" Packet with required verifications attached.
(Required Verifications may include: your last 4 paystubs, social security award letter, unemployment letter, bank account statements, tribal land distributions, retirement/pension account statements, self-employment ledgers and/or tax returns, TANF award letters, Child Support 1 year print out, verification of cash assistance from friends/family, and other general assistance award letters)

Removing a Family Member 18 or older:

- Note from your landlord stating the individual(s) are no longer in the unit.

NO INDIVIDUAL 18 YEARS OF AGE AND OLDER CAN MOVE INTO THE UNIT UNTIL APPROVED BY SIOUX FALLS HOUSING AND REDEVELOPMENT COMMISSION. MOVING THEM INTO THE UNIT PRIOR TO BEING APPROVED COULD RESULT IN TERMINATION OF YOUR VOUCHER!

COMPLETE THE REVERSE SIDE FOR YOUR TENANT CHANGE AND ATTACH NECESSARY DOCUMENTATION.



Equal Housing Opportunity
Equal Housing Employer

