

Change Form

Region XII Regional Housing Authority • 320 E 7th Street, PO Box 663 • Carroll, IA 51401
Phone: 712-792-5560 • FAX 712-792-1650

Head of household name _____ Date _____

Last 4 #s of Social Security number _____ Phone number _____

What change are you reporting? _____

What is the date the change happened or will happen? _____

▶▶ **LIST ALL INCOME IN YOUR HOUSEHOLD** (If you need more room, write on the back of the form.) ◀◀

FIP (State cash assistance) \$ _____ Child support you receive \$ _____

#1 Social Security or SSI gross benefit \$ _____ Who is it for? _____

#2 Social Security or SSI gross benefit \$ _____ Who is it for? _____

Additional Social Security _____

Who works? (Job #1) \$ _____ Where? _____

Who works? (Job #2) \$ _____ Where? _____

Weekly Unemployment Benefit \$ _____

Self-employment/odd jobs/hobbies (cleaning, babysitting, etc.) \$ _____

Other income or money/bills paid by others \$ _____ From? _____

◀◀◀◀◀◀ **YOU MUST GIVE US PAPERWORK FOR ALL CHANGES!! THIS MAY INCLUDE:** ▶▶▶▶▶▶▶▶

- SSA benefit letter
- DHS notice
- Paycheck stubs (6 weeks or statement of earnings from employer)
- Child support printout of payments
- Termination letter from employer
- Hand written personal statements

▶▶ **HOUSEHOLD MEMBER CHANGES** ◀◀

To add people to the household we must have birth certificates, social security cards and photo IDs. All adults added must be approved in writing by the landlord. To remove an adult we need written proof of new address where they moved, like a new lease or landlord letter. All MEMBER changes will require further forms be completed.

I/We certify that the information given to RHA is accurate and complete to the best of my/our knowledge and belief. I/We understand that submittal of false statements or information is punishable under Federal law and reason for denial or termination of assistance.

Signature of head of household

Date

****ATTACH DOCUMENTS FOR ALL CHANGES. ACTION WILL NOT BE TAKEN WITHOUT THEM. INCOME CHANGES MUST BE RECEIVED BY THE 20TH OF THE MONTH IF YOU WANT A DECREASE IN YOUR RENT PORTION FOR THE FOLLOWING MONTH.**