

## TENANT REPORT OF CHANGE

PLEASE SEE OTHER SIDE FOR INSTRUCTIONS

HEAD OF HOUSEHOLD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

WORKER: \_\_\_\_\_

MESSAGE OR CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**1. \_\_\_\_\_ Income change: (attach wage stubs or other documentation)**

\_\_\_\_\_ My income has **INCREASED**. Explain below: (attach verification)      DATE OF CHANGE: \_\_\_\_\_

\_\_\_\_\_ My income has **DECREASED**. EXPLAIN BELOW: (ATTACH VERIFICATION)      DATE OF CHANGE: \_\_\_\_\_

NOTE: CHANGES WILL ONLY BE MADE UPON VERIFICATION OF COME DECREASE.

NOTE: YOU MUST CONTINUE PAYING YOUR CURRENT AMOUNT OF RENT PORTION UNTIL YOU RECEIVE A RENT CHANGE FROM THE HOUSING AUTHORITY

**2. \_\_\_\_\_ HOUSEHOLD CHANGE: The following person(s) plan to move in or out**

PRIOR TO MOVING ANYONE INTO THE YOUR UNIT YOU MUST GET WRITTEN APPROVAL FROM BOTH YOUR LANDLORD AND HOUSING AUTHORITY

	NAME (PRINT) & SS#	BIRTH DATE	RELATION TO HEAD OF HOUSEHOLD
Move-In _____	NAME: _____		
Move-Out _____	SS#: _____		
Move-In _____	NAME: _____		
Move-Out _____	SS#: _____		

**3. \_\_\_\_\_ STUDENT STATUS CHANGE: An adult member of my household (someone other than the Head of Household) \_\_\_\_\_ is or \_\_\_\_\_ is no longer a FULL TIME STUDENT (as defined by the school or program at a school or job training program).**

ADULT STUDENT'S NAME (LAST NAME, FIRST NAME)	COLLEGE/PROGRAM & ADDRESS	# UNITS	DATE OF CHANGE

**4. \_\_\_\_\_ OTHER: EXPLAIN**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**WARNING: TITLE 18, SECTION 1001 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 OR AGENCY OF THE UNITED STATES.**

# Compton Local Housing Authority

## TENANT REPORT OF CHANGE

700 N. Bullis Road.  
Compton, CA 90221  
Phone: (310) 605-3080  
Fax: (310) 605-3096

### INSTRUCTIONS FOR THE TENANT REPORT OF CHANGE FORM

If there is a change in your household income or composition, you are required to report and provide verification to the Housing Authority within 10 days of the occurrence.

Your portion of the rent will not decrease until the month following all required verification is received, no matter when the change actually occurred. Simply informing the Housing Authority orally or in writing is not sufficient. The Housing Authority must verify the information before adjusting your rent.

Failure to provide information that would cause your rent to increase within 10 days of the occurrence may cause the Housing Authority to require you to retroactively pay back the overpayment to the Housing Authority and could result in your termination from the Housing Assistance program.

If the household income has increased, you must provide the following:

- ❖ Describe the increase
- ❖ Effective Date
- ❖ *Income:* Attach verification of Benefit award letter for disability, worker's comp., unemployment, SSI, SSA, TANF, GA, VA, or student financial aid/work-study/loan, wage employment verification form, payroll check stubs, W-2 forms, child support award letter, DA award verification, copies of checks, customer receipts, business records, etc.
- ❖ *Asset:* Attach verification, bank statements, stock certificate, copy of bonds, title of real property, appraisal of investment collection, etc.

If the household income has decreased, you must provide the following:

- ❖ Describe the decrease
- ❖ Effective Date
- ❖ Attach verification of the income decrease

If you want to add a person to the household, you must first get approval from the Housing Authority and your landlord.

The following paperwork must be submitted.

- ❖ Tenant report of Change Form
- ❖ Letter from Landlord authorizing additional member (unless adopted/birth)
- ❖ Copy of Birth Certificate
- ❖ Copy of Social Security Card
- ❖ Certification of Immigration Status
- ❖ Driver's License or California Identification Card (adults 18 or older)
- ❖ Criminal background Live Scan can be obtained by Norwalk Sheriff's Station (adult 18 or older)
- ❖ Income information for new person (including children-i.e., SSI or TANF)

If you want to report that a household member has moved out of the unit, you must notify the Housing Authority and provide verification of the person's new residence. Proof can include:

- ❖ Copy of new lease
- ❖ Copy of name on utility bill
- ❖ A notarized statement from the Head of Household whom you moved in with.
- ❖ If not available, make a statement as to why information is not available, provide as much information of new residence as possible in a sworn affidavit and the Housing Authority may follow up with Post Office verification that the person is no longer receiving mail.
- ❖ You must report within 10 days if the person returns to the household, and the person may be required to submit new verification and documentation when appropriate.

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