





Do you pay Child Care Expense? \_\_\_\_\_ YES \_\_\_\_\_ NO

***If "Yes" pick up a childcare verification and return to our office within 5 days or bring in 4 consecutive receipts.***

**Change of Address:**

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

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

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

**Change of Household Composition:**

Please circle whether you are **ADDING** or **REMOVING** this person to your lease.

Name: \_\_\_\_\_

Social No.: \_\_\_\_\_

***If you are adding a household member, a valid birth certificate, social security card, and INS must be submitted. Anyone 18 or older must submit a valid police background check and all income verification along with the information stated above.***

**Change in Benefits:**

Unemployment \$ \_\_\_\_\_ per week

Child Support \$ \_\_\_\_\_ per month

AFDC \$ \_\_\_\_\_ per month

Social Security/SSI \$ \_\_\_\_\_ per month

Contributions \$ \_\_\_\_\_ per month

***\*Must have a notarized letter for any contribution.***

If you are no longer employed, you will not be reworked until verification of NEW income is received. You must show income by AFDC, unemployment, child support, contributions, etc. When you receive verification from AFDC, unemployment, food stamp office, or contributions, you are responsible for reporting this



information written to this office so you can be reworked as soon as possible. If written verification is received after the 20<sup>th</sup> of the month you may not be reworked for the next month; however, we will make every effort to rework you as quickly as possible.

You are responsible for your portion of the rent until you receive a Notice of Change to Lease and Contract. This will be mailed to you with the effective date of change.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date