



INCOME/EXPENSE CHANGE FORM
(Please review both sides of form)

I, _____, hereby certify that the following are the only items that have changed since my last action. **Please check the correct boxes and provide all documents indicated.**

THIS FORM WILL NOT BE ACCEPTED AND NO CHANGE WILL BECOME EFFECTIVE UNTIL THE SUPPORTING DOCUMENTATION IS RECEIVED IN THIS OFFICE AND ALL INFORMATION IS VERIFIED.

CHANGE IN HOUSEHOLD INCOME/EXPENSE:

- Increase in income due to employment (must provide all information requested below)
 - Letter from employer and/or paystub showing new pay rate
 - Date change in income occurred/became effective: _____
 - Rate of pay: _____ and hours worked per week _____
 - Circle one: 10 month employee –or- 12 month employee

- Increase in income/expense–other (support/unemployment/disability/own business/child care, etc.)
 - Date change in income occurred/became effective: _____
 - Explain below and provide verification/supporting documents
 - _____
 - _____

- Decrease in income due to employment
 - Letter from employer and/or final paystub or paystub showing reduction
 - Certification of Non-Employment Status form (see attached form)

- Decrease in income/expense-other (support/unemployment/disability/own business/child care, etc.)
 - Date change in income occurred/became effective: _____
 - Explain below and provide verification/supporting documents
 - _____
 - _____

Signature

Date

Phone #



HOUSEHOLD COMPOSITION CHANGE
(Please review both sides of form)

I, _____, hereby certify that the following are the only items that have changed since my last action. **Please check the correct boxes and provide all documents indicated.**

THIS FORM WILL NOT BE ACCEPTED AND NO CHANGE WILL BECOME EFFECTIVE UNTIL THE SUPPORTING DOCUMENTATION IS RECEIVED IN THIS OFFICE AND ALL INFORMATION IS VERIFIED.

CHANGE IN HOUSEHOLD COMPOSITION:

- Addition to household
 - Family Summary Sheet (see attached form)
 - Declaration of Citizenship/Section 214 Declaration Form (see attached form)
 - Social Security Card/Number
 - Birth Certificate/Crib Card (for newborns)

- Decrease in household
 - Family Summary Sheet (see attached form)

And

- Driver's license showing change of address for family member being removed

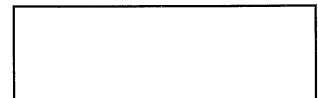
Or at least 3 of the following

- Lease/utility bill/paystub/cellphone bill/credit card bill/bank statement/official government agency ID or correspondence indicating new address of family member being removed

Signature

Date

Phone #



Scott E. Parsons, PHM
Executive Director



CERTIFICATION OF NON-EMPLOYMENT STATUS

Date: _____

I, _____, hereby certify that I am currently **not** employed.

Signature

Date

Reviewed by

Date

Family Summary Sheet
(to be completed by tenant)

Member No.	Last Name of Family Member	First Name	Relationship to Head of Household	Sex	Date of Birth
Head			SELF		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Signature

Date

SECTION 214 DECLARATION FORM

THIS SECTION TO BE COMPLETED BY APPLICANT/RESIDENT

Last Name: _____ First Name: _____ Middle Name: _____

Relationship to head of household: _____ Sex: _____ Date of Birth: _____

Social Security Number: _____ Alien Registration Number: _____

Admission Number: _____ Nationality: _____
(If applicable - from INS Form I-94, Departure Record) (Country to which you owe legal allegiance- may or may not be country of birth)

DECLARATION

INSTRUCTIONS: Complete the declaration below by reviewing all three boxes and signing the ONE box that applies. A separate Declaration must be signed for each member of the assisted household.

I, _____ hereby declare, under penalty of perjury, that:

1. I am a citizen or national of the United States of America.

Signature _____ Date _____
(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here []
If you sign this box, no further information is required.

2. I am a non-citizen with eligible immigration status, as described on reverse.

Signature _____ Date _____
(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here []
If you sign this box, you must go on to complete the reverse side including the Verification Consent.

REQUEST FOR AN EXTENSION

I hereby certify that I am a non-citizen with eligible immigration status, as noted in block 2 above, and as described on reverse, but the evidence needed to support my claim in temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.

Signature _____ Date _____
(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here []
If you sign this box, you must go on to complete the reverse side including the Verification Consent.

3. I am not contending eligible immigration status and I understand that I am not eligible for financial housing assistance.

Signature _____ Date _____
(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here []
If you sign this box, no further information is required. You are NOT eligible for housing assistance.

THIS SECTION TO BE COMPLETED BY MANAGEMENT

SAVE verification Number: _____

PENALTIES FOR MISUSING THIS CONSENT: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at **208 (a) (6), (7) and (8).** Violations of these provisions are cited as violations of 42 U.S.C. Section **408 (a) (6), (7) and (8).**



SECTION 214 DECLARATION FORM (continued)

THIS SECTION TO BE COMPLETED BY APPLICANT/RESIDENT

If you checked box 2 on the front side of this page, and are claiming to be a non-citizen with eligible immigration status, one of the following boxes MUST be checked:

- 1. A non-citizen lawfully admitted for permanent residence, as defined by section 101(a)(20) of the Immigration and Nationality Act (INA) as an immigrant, as defined by section 101 (a)(15) of the INA (8 USC 1001 (a)(20) and 1101 (a)(15), respectively). [immigrants] (This category includes a non citizen admitted under section 210 or 210A of the INA (8 USC 1160 or 1161), [special agricultural worker], who has been granted lawful resident status);
2. A non-citizen who entered the US. before 1-1-1972, or such later date as enacted by law, and has continuously maintained residence in the U.S. since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 USC 1259);
3. A non-citizen who is lawfully present in the U.S. pursuant to an admission under section 207 of the INA (8 USC 1157) [refugee status]; pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 USC 1158) [asylum status]; or as a result of being granted conditional entry under section 203 (a)(7) of the INA (8 USC 1153 (a)(7) before 4-1-1980, because of persecution on account of race, religion, or political opinion or because of being uprooted by a catastrophic national calamity;
4. A non-citizen who is lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under section 212 (d)(5) of the INA (8 USC 1182 (d)(5)) [parole status];
5. A non-citizen who is lawfully in the U.S. as a result of the Attorney General's withholding deportation under section 243 (h) of the INA (8 USC 1253 (h)) [threat to life or freedom]; or
6. A non-citizen lawfully admitted for temporary or permanent residence under section 245 A of the INA (8 USC 1255a) [amnesty granted under INA 245 A]

If you checked one of the above boxes you must submit one of the following documents:

- 1. Form I-551, Alien Registration Receipt Card (for permanent resident aliens);
2. Form I-94, Arrival-Departure record, with one of the following annotations:
a. "Admitted as Refugee Pursuant to Section 207"
b. "Section 208" or "Asylum"
c. "Section 243(h)" or "Deportation stayed by Attorney General"
d. "Paroled pursuant to Section 212(d)(5) of the INA"
3. If Form I-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
a. A final court decision granting asylum (but only if no appeal is taken);
b. A letter from an INS asylum officer granting asylum (if application is filed on or after 10-1-1990) or from an INS district director grant asylum (if application filed before 10-1-1990);
c. A court decision granting withholding of deportation; or
d. A letter from an INS asylum officer granting withholding of deportation (if application filed on or before 10-1-1990)
4. Form I-688, Temporary Resident Card, which must be annotated "Provision of Law 274a.12(11)" or "Provision of Law 247a.12";
5. Form I-688B, Employment Authorization Card, which must be annotated "Provision of Law 274a.12(11)" or "Provision of Law 247a.12";
6. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.;
7. Form I-152, Alien Registration Receipt Card.

VERIFICATION CONSENT

CONSENT: I, _____ hereby consent to the following:

- 1. The use of the attached evidence to verify my eligible immigration status to enable me to receive financial assistance for housing;
2. The release of such evidence of eligible immigration status by the project owner without responsibility for the further use or transmission of the evidence by the entity receiving it, to; (a) HUD, as required by HUD; and (b) The INS for the purposes of verification of the immigration status of the individual. NOTIFICATION: Evidence of eligible immigration status shall be released only to the INS for purposes of establishing eligibility for financial assistance and not for any other purpose. HUD is not responsible for the further use or transmission of the evidence or other information by the INS.

Signature _____ Date _____
(if signing on behalf of a child who lives in your assisted unit and for whom you are responsible, check here [])

