

**Housing Choice Voucher
Family Member Addition or Removal Form *Richfield HRA***



Print Neatly

Head of Household: _____ Day Time Phone #: _____

Address: _____ Email: _____

City/State/Zip: Richfield, MN 55423

Do you access your email at least weekly?

Yes

No

READ CAREFULLY & FILL OUT

- All addition or removal changes must be reported within 10 days of move-in or move-out date.
- Change is considered reported on date this form is received by Richfield HRA's Section 8 office.

Richfield HRA's policy for family changes:

Upon proper documentations and approval Richfield HRA will add new family members into the household immediately. Family members who are added due to birth, adoption or court awarded custody and if the increase to your family will increase your voucher size, that increase in voucher size will occur at your next annual recertification date. For any additions to your family other than birth, adoption or court awarded custody, and that family member allows for an increase in your voucher size, the voucher size will not increase for a period of one year (12 months). Families will be responsible to fulfill any lease requirements.

FAMILY MEMBER ADDITION CHANGE SECTION

New Family Member

Name of Person who
you are adding:

Male

Female

Date of Birth:

Social Security Number:

Date Moved In:

Income: SS, SSI, RSDI, MSA, Child Support, MFIP, Employment,
Temporary Employment, Unemployment, Zero Income
(Please Circle All that Apply above)

Total Gross Monthly Income For New Person Being Added:

\$_____ a month

Removal of Household Member; Remember to provide new lease with the person's name gone.

Name of Person that you are removing:

Date Moved Out:

Forwarding Address: (If known)

Head of Household's Signature: _____ Date: _____