

## Request For Addition to Household

I hereby request, that the person on this form be permitted to reside in my housing unit and be added to my lease. I fully understand that no one is permitted to reside in my apartment without the written approval of the Huntsville Housing Authority.

Name of Head of Household \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_

### Proposed Addition to Household

*The following information will be needed to complete your request: (Child) Copies of Social Security Card, Birth Certificate, Custody Papers & Signed Declaration of Citizenship. (18 & older) Copies of Photo ID, Social Security Card, Birth Certificate, & Signed Declaration of Citizenship, HUD 9886, Authorization of Release of Information. If you are getting married please provide copy of Marriage Certificate as well.*

1. What is his/her full legal name? \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

2. Relationship? \_\_\_\_\_ Reason for Request \_\_\_\_\_

3. Current Address \_\_\_\_\_ # of years \_\_\_\_\_

City/State/Zip \_\_\_\_\_

3. Prior Address \_\_\_\_\_ City/State/zip \_\_\_\_\_

4. What is his/her Social Security Number? \_\_\_\_\_ Age \_\_\_\_\_

5. Has he/she ever used a SSN other than the one listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Has the person listed ever been arrested for any crime? Yes \_\_\_ No \_\_\_ If yes, When? \_\_\_\_\_

Where? \_\_\_\_\_ Reason? \_\_\_\_\_

If he/she has been arrested **more than once**, explain when, where, and for what crime on the back of this form.

7. Has he/she ever lived in public housing or received housing assistance under the HCV Certificate or Voucher Programs (Section 8)? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Does he/she owe any money to a Housing Authority anywhere in the country? Yes \_\_\_ No \_\_\_

If yes, amount: \_\_\_\_\_

9. Does he/she have any income from employment, self employment, unemployment, Social Security, death benefits, pensions, insurance policies, retirement funds, disability compensation, worker's compensation, welfare, alimony, child support, military pay, contributions, Pell grant.

If yes, list income.

Income Source	\$ Amount \$	Frequency – (Circle One)		
		<b>Week</b>	<b>Month</b>	<b>Year</b>
		<b>Week</b>	<b>Month</b>	<b>Year</b>
		<b>Week</b>	<b>Month</b>	<b>Year</b>

I certify that the answers I have given are true and accurate to the best of my knowledge.

Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_

Other Adult : \_\_\_\_\_ Date: \_\_\_\_\_