



HOUSEHOLD COMPOSITION CHANGE

This form must be submitted to the Longview Housing Authority.

Email: LHA@LongviewTexas.gov

Fax: (903) 237-1254

Mail: P.O. Box 1952, Longview, Texas 75606

All household changes must be reported to the Longview Housing Authority (LHA) within ten (10) business days of the effective date of the change. This includes adding and/or removing a person from your household. All changes MUST be submitted in writing. Verbal notice of changes (i.e. phone calls) are not accepted.

LHA must approve any new household members **before** they join the household. New family members cannot be added to your case until you have **obtained written permission from your landlord, submitted SS card(s), birth certificate(s) and all income of the person being added.** Adults must pass a criminal background check. For all minors you must submit custody documents and/or a notarized statement from the custodial parent in addition to current school records. Household members cannot be removed until you submit a copy of the lease showing they have been removed or a letter from the landlord stating they have been removed.

Applicant/Participant Name: _____

Email: _____ Case Worker: _____

Unit Address: _____

Phone #: _____ Last 4 Digits of SSN: _____

I am requesting to: Add a household member Remove a Household Member

Name	Date of Birth	Relationship	Move In/ Move Out Dates	Social Security Number	State Issued ID # or Driver's License #

Adults (18 years old and up) requesting to be added must consent to criminal background check by signing below.

Signature of New Household Member

Date

HEAD OF HOUSEHOLD CERTIFICATION

I certify that the information given to Longview Housing Authority regarding my status change, household members and deductions is accurate and complete to the best of my knowledge and belief.

Head of Household Signature

Date

WARNING: Section 1001 of Title 18 of the U.S. Code makes it an offense to make willful false statements or misrepresentations to any department or agency of the U.S. as to any matter within its jurisdiction.