



Reporting a Change

All changes **MUST** be reported in writing within 10 days
Please Print

Head of Household:

Your Name:

Social Security #:

Address:

Phone Number:

Type of Change:

- Increase in Income - Provide 2 pay stubs
- Decrease in Income - Provide 2 pay stubs
- Start of employment - Provide 2 pay stubs or letter from employer
- End of employment - Provide letter from employer and unemployment documentation.
- Add child - Provide birth certificate, social security card, letter from landlord adding child to household.
- Remove family member - Provide proof of new residence and letter from landlord acknowledging removal from household.
- Other:

Comments:

Signature:

Date:

This change sheet must be filled out completely and all required documents attached ***BEFORE*** any adjustment can begin on your file. Lake County Housing Authority must verify all changes. You will be notified of the change as soon as it is processed. Reminder: The participant is responsible for paying their portion of the rent until an adjustment is completed.