

Fairfield Housing Authority
REPORT OF CHANGE

PHA Policy: Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.

NAME: _____

DATE: _____

(Head of Household - Please print clearly)

SECTION A: CHANGE IN FAMILY INCOME

Requested Action (Circle one)	Family Member Name	Source of Income (if employment, put name of employer)	Old Rate	New Rate	Effective Date
Add Delete Change					
Add Delete Change					
Add Delete Change					
Add Delete Change					

Example: If you change jobs, you report two actions – 1) Delete the old job AND 2) Add the new job

SECTION B: CHANGE IN FAMILY COMPOSITION

Requested Action (Circle one)	Family Member Name	Relationship	Address – If Adding member where they're coming from, If Deleting, where are they going.	Effective Date
Add Delete				
Add Delete				
Add Delete				

SECTION C: CERTIFICATION

I/we certify that the information provided is in compliance with the HUD Family Obligations (over). I/we acknowledge that:

PHA Policy

If the family share of the rent is to *increase*:

- The increase generally will be effective on the first of the month following 30 days' notice to the family.

If the family share of the rent is to *decrease*:

- If the family reports a change and provides all required documentation before the 20th of the month, the decrease will be effective on the first day of the month following the month in which the change was reported. If the family reports a change and/or provides required documentation after the 20th of the month, the decrease will be effective the first of the month following 30 days.

Head of Household Signature

Telephone Number

Spouse Signature

Other Adult Signature

Other Adult Signature

Housing Authority Representative

WARNING: Section 101 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement of misrepresentation to any Department or Agency of the U.S. as to any matter within its jurisdiction.

24 C.F.R. § 982.551 Obligations of Participant.

(a) *Purpose.* This section states the obligations of a participant family under the program.

(b) *Supplying required information*—(1) The family must supply any information that the PHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 5). “Information” includes any requested certification, release or other documentation.

PHA Policy: Head of Household must report any changes in the source of income and/or family composition within fourteen (14) days of occurrence.

(2) The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.

(3) The family must disclose and verify social security numbers (as provided by part 5, subpart B, of this title) and must sign and submit consent forms for obtaining information in accordance with part 5, subpart B, of this title.

(4) Any information supplied by the family must be true and complete.

(c) *HQS breach caused by family.* The family is responsible for an HQS breach caused by the family as described in §982.404(b).

PHA Policy: Poor housekeeping that results in damage to the unit is grounds for termination.

(d) *Allowing PHA inspection.* The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice.

(e) *Violation of lease.* The family may not commit any serious or repeated violation of the lease.

(f) *Family notice of move or lease termination.* The family must notify the PHA and the owner before the family moves out of the unit, or terminates the lease on notice to the owner. See §982.314(d).

(g) *Owner eviction notice.* The family must promptly give the PHA a copy of any owner eviction notice.

(h) *Use and occupancy of unit.*—(1) The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

PHA Policy: The family must pay utility bills & provide and maintain any appliances included in the lease.

PHA Policy: Other non-family members and guests must not use the address of the assisted unit as their address.

(2) The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit. No other person [i.e., nobody but members of the assisted family] may reside in the unit (except for a foster child or live-in aide as provided in paragraph (h)(4) of this section).

(3) The family must promptly notify the PHA if any family member no longer resides in the unit.

(4) If the PHA has given approval, a foster child or a live-in-aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residence by a foster child or a live-in-aide, and defining when PHA consent may be given or denied.

(5) Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.

(6) The family must not sublease or sublet the unit.

(7) The family must not assign the lease or transfer the unit.

(i) *Absence from unit.* The family must supply any information or certification requested by the PHA to verify that the family is living in the unit, or relating to family absence from the unit, including any PHA-requested information or certification on the purposes of family absences. The family must cooperate with the PHA for this purpose. The family must promptly notify the PHA of absence from the unit.

PHA Policy: The family must notify the Housing Authority if they are out of the unit for 30 days or more.

(j) *Interest in unit.* The family must not own or have any interest in the unit.

(k) *Fraud and other program violation.* The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.

(l) *Crime by household members.* The members of the household may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises (see §982.553).

PHA Policy: Members of the family and their guests may not engage in drug-related criminal activity, or violent criminal activity. The family and their guests must not threaten, or engage in abusive or violent behavior towards FHA personnel.

(m) *Alcohol abuse by household members.* The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

(n) *Other housing assistance.* An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.