



# ANAHEIM HOUSING AUTHORITY

201 S. ANAHEIM BLVD., SECOND FLOOR, ANAHEIM, CA 92805  
 PHONE (714)765-4320 | FAX (714)765-4331 | WWW.ANAHEIM.NET

## CHANGE REPORT FORM

PLEASE READ THIS FORM CAREFULLY. ALL CHANGES MUST BE MADE ON THIS CHANGE REPORT FORM.

### DIRECTIONS:

- Fill out the form and **ATTACH PROOF** of all changes as requested below
- For income changes to be effective the following month, this form must be submitted on or before the 10<sup>th</sup> of the month

### (A) CASE INFORMATION (HEAD OF HOUSEHOLD'S NAME AND INFORMATION):

Last Name		First Name		Account No.	
Street Address			Apt.	City	Zip Code
Social Security No.		Phone Number		Housing Specialist	

### (B) INCOME CHANGES:

- List the information for the person with a change of income
- **ATTACH PROOF OF INCOME CHANGE:** Such as check stubs, award letter, employment letters, notices, for all income changes
- **You must also report replacement income**  
 If you are reporting a decrease in income, will that source be replaced by another?  Yes  No  
 Please describe replacement of income information: \_\_\_\_\_

Last Name	First Name	Date Changed	Old Amount	New Amount
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#### Check What Changed:

- CalWorks     Social Security/SSI     Job/Raise     Other Income: \_\_\_\_\_

Last Name	First Name	Date Changed	Old Amount	New Amount
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#### Check What Changed:

- CalWorks     Social Security/SSI     Job/Raise     Other Income: \_\_\_\_\_

### (C) FAMILY CHANGES:

- List the person you are requesting to be added or removed. One form is required per person.
- **TO ADD A PERSON, you must have Housing Authority approval BEFORE the person moves into the home.** Please attach a (1) statement indicating why this person should be added, (2) copies of the persons government issued I.D., birth certification, Social Security card, and (3) Proof of income, assets, school transcripts if attending, and current address
- **TO REMOVE A PERSON:** Please attach a (1) statement indicating why this person should be removed (2) list new address (3) proof of where they are moving to such as a new lease, utility bill under their name, etc,(4) acknowledgement from the landlord that the person is being removed such as a new lease or signed letter

Last Name		First Name		Birth Date
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Soc. Sec. No.		Relationship to Head of Household		
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#### Check Applicable:

Adding a Person

Removing a Person

If Adding, List Old Address. If Removing, List New Address.

List Income Source(s)

If Adding, List Move In Date.

If Removing, List Move Out Date.

**IMPORTANT! TURN PAGE OVER AND SIGN THE BACK SIDE.**

If the backside is not completed, this change will not be processed and this form will be returned to you



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## (D) SIGNATURE OF THE HEAD OF HOUSEHOLD ←

Warning! Section 1001 of title 18 of the US Code makes it a criminal offense to make any willful false statements or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction punishable by fine not to exceed \$250,000 and/or imprisonment of not more than 5 years.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE USE ONLY – CONFIRMATION NOTICE

→ Dear family, your portion of the rent (  ) will (  ) will not be changed

→ Dear family, additional information is needed. Please submit the following: \_\_\_\_\_

Due Date: \_\_\_\_\_

→ An office appointment has been scheduled for (date): \_\_\_\_\_

Please bring: \_\_\_\_\_

→ Your request to add a person has been (  ) denied (  ) approved

→ Comments: \_\_\_\_\_

Housing Specialist: \_\_\_\_\_

Date \_\_\_\_\_