



Neighborhood Services

City of Tyler

900 W. Gentry Pkwy.

Tyler, Texas 75702

Ph# (903) 531-1303 Fax# (903) 531-1333

INTERIM: CHANGE OF HOUSEHOLD

Name:
Head of Household:
SSN: ***-**-
Phone: () -

I certify that the persons listed below are the ONLY occupants that reside or will reside at my residence, located at _____ . Family Phone Number: () - _____

Name	Relationship	Name	Relationship

I would like to () add () remove the following members to my household (other verifications are required):

Name	Familial Relationship	Additional Documents Needed (each member):
		() Social Security Card () Birth Certificate
		() CPS Placement Letter () Court Orders
		() Court Injunction () Valid State ID
		() School Age Verification () Proof of Assets
		() Proof of Income

ACKNOWLEDGEMENT STATEMENT:

My name is _____, and I reside in _____ County, Texas.

The following is certified to be true and correct:

I, _____ acknowledge that _____

**I understand that I must report any changes in family composition with proper verification within 30 days of the change, and that failure to do so will be cause for termination of my housing assistance.*

**Under the penalty of perjury, I hereby certify under the penalty of perjury that the declarations I have made in this document is true and complete. I understand and acknowledge that any knowing or willful misrepresentations of the declarations (including submission of falsified supporting documentation to support my declarations) contained in this document may result in civil liability and/or criminal penalties, including but not limited to fine or imprisonment, or both under the provisions of Title 18 USC 1001, shall be fined not more than \$10,000 or imprisoned not more than 8 years or both.*

Signature

Date

Signature of Landlord *OR* Include a Copy of your Lease *OR* a Letter from Landlord

Printed Name of Owner/ Owner Representative

Date