



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 (<i>each member</i>):	
_____	_____	() 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 <u>OR</u> Include a Copy of your Lease <u>OR</u> a Letter from Landlord	
_____ Printed Name of Owner/ Owner Representative	
_____ Date	