

NEWMARKET HOUSING AUTHORITY

34 Gordon Avenue—Great Hill Terrace—Newmarket, NH 03857

Ernest A. Clark, II—Executive Director

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www.newmarketha.org

CHANGE OF INCOME	
Head of Household:	Phone:
Address:	
Family Member with Change:	SSN:

I certify under penalty of perjury that I have completed the information below to the best of my knowledge and that it is true and correct.

Resident Signature Date

INCOME CHANGES			
<input type="checkbox"/> Employment	<input type="checkbox"/> DHHS (TANF, APTD, OAA, FAP)	<input type="checkbox"/> Social Security & SSI	<input type="checkbox"/> Unemployment
<input type="checkbox"/> Income from Annuities and Pensions	<input type="checkbox"/> Workman's Comp	<input type="checkbox"/> Student Status	<input type="checkbox"/> Other:
Old Income:	Date of Change/ Termination Date:		
New Income:	Date of Change/ Hire Date:		
Income Source Name: (Employer name, Pension company, Financial Institution, etc)			
Income Source Address:			

ATTACH ALL THE FOLLOWING DOCUMENTATION THAT APPLIES TO YOUR HOUSEHOLD CHANGE:

Type of Change	Acceptable Forms of Proof
Employment	Employment Offer Letter, 4-6 Paystubs, Letter from employer on company letterhead detailing date of hire, hours/week, pay/hour
Loss of employment	Termination letter, receipt of unemployment
Annuities, Cd's, Money Market Accounts etc	Statements from Banks/Financial Institution
DHHS Change	Benefit letter showing date of change and amount
Social Security Income / VA/ Pension	Benefit letters from SSA
Child Support / Non-Support	Printout from Dept. Child Support Services
Child care	Ledger showing dates and amounts paid for each child
Unemployment	Printout from New Hampshire Employment Security

To Be Completed by PHA Staff ONLY			
<input type="checkbox"/> No Rent Change	<input type="checkbox"/> Rent Change	<input type="checkbox"/> Sporadic Income	<input type="checkbox"/> Unemployment
Verification Needed			
<input type="checkbox"/> DHHS	<input type="checkbox"/> Employment Hire Date	<input type="checkbox"/> Employment Termination Date	<input type="checkbox"/> Paycheck Stubs
<input type="checkbox"/> Child Care	<input type="checkbox"/> Interest Income	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Other
Comments: _____			
Processed By: _____		Date: _____	