



**REPORTING CHANGES**

*INCOME, FAMILY COMPOSITION, ASSETS, ALLOWANCES AND DEDUCTIONS*

**EACH ADULT IN THE HOUSEHOLD MUST INITIAL EACH LINE  
AND SIGN BELOW**

As a participant in a Newmarket Housing Authority program, I understand that I am required to report any change in my household's income or family composition within 10 days of the change. Specifically, I understand the following rules and if I had any questions, the Housing Authority has answered them to my satisfaction.

\_\_\_\_\_ If my income or the income of anyone in my household goes up, I must  
**(INITIAL)** report this change, in writing, within 10 days of the change.

\_\_\_\_\_ If anyone moves out of my household, I must report this change, in writing, within 10  
**(INITIAL)** days of the change. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court awarded custody, in which case the family must inform the Housing Authority in writing within 10 consecutive days. Such additions will not result in a change of voucher size/ bedroom count if the family size still conforms to the maximum occupancy guidelines for that unit. The voucher/ unit size will be reevaluated at your next annual recertification. The Housing Authority will conduct determinations of eligibility for all additions to the household prior to giving approval

\_\_\_\_\_ I understand that if I do not report a change in my household's income or the people  
**(INITIAL)** living in my household within 10 days, the Housing Authority will increase my rent retroactively, or the Housing Authority may begin termination proceedings.

\_\_\_\_\_ I understand that the 20<sup>th</sup> of each month is the deadline for submission of rent  
**(INITIAL)** reduction documentation, effective in the approaching month.

\_\_\_\_\_ I understand that intentionally false statements or information may constitute a  
**(INITIAL)** crime and are grounds for termination of housing assistance.

**X**  
\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
DATE

**X**  
\_\_\_\_\_  
OTHER TENANT

\_\_\_\_\_  
DATE