



Caswell County Section 8 Housing

205 E Church Street
PO BOX 577 Yanceyville, NC 27379
Phone (336) 694-9318 * Fax (336) 694-9321

Household Change Reporting Form

Head of Household: _____ Date: _____

Name of Person with Change: _____ Phone #: _____

Check all that apply:

Household Composition **Increase** **Decrease**

Person's Name: _____ Relationship: _____ DOB: _____

* Must provide Picture ID, Social Security Card, Birth Certificate, Proof of Income, statement from landlord, and any other requested supporting documentation to add a member. Must provide forwarding address to remove a member. DO NOT LET ANYONE MOVE IN UNTIL IT HAS BEEN APPROVED BY CCS8 & LANDLORD!

Income **Increase** **Decrease**

Household Member with income change: _____

* Must provide completed wage form and check stubs for new employment and/or Benefit awards letter from Social Security Administration for SS/SSI/SSA. Must provide verification of loss of income to request an adjustment of rent.

List ALL sources of income from all family members that you are receiving below and attached supporting verification:

Family Member: _____ Source of Income: _____

Family Member: _____ Source of Income: _____

Family Member: _____ Source of Income: _____

Family Member: _____ Source of Income: _____

Comments: _____



Check all that apply:

I have attached all verifications of my changes, current income, child care expenses, and verification of “full time” student status for adults 18-24.

I am missing documentation, however, it will be submitted within 5 days

I have attached signed consent forms for verification I can not get on my own

I understand that if I do not provide verification for ALL changes I have reported, an adjustment of my change will not be performed until such verification is received. I also understand if there is a lapse in getting the verification in a timely manner I will be responsible for the delay of the adjustment which may result in a repayment agreement or possible termination of assistance.

(HOH Signature)

(Date)