



CHANGE REPORT

Head of Household Name: _____

Unit Address: _____

Tenant ID: _____ Phone: _____

I. CHANGE IN SOURCE OF INCOME

To report a new or change in source of income, please provide the information below:

Name of Family Member: _____

Source of Income: [] Wages [] SS/SSI [] Welfare [] Child Support [] Other: _____

New Amount: _____ Effective Date: _____

Name of Family Member: _____

Source of Income: [] Wages [] SS/SSI [] Welfare [] Child Support [] Other: _____

New Amount: _____ Effective Date: _____

Are you reporting a Full-Time Student Status change? [] Yes [] No

If yes, Name of Student: _____

Are you reporting an Immigration Status change? [] Yes [] No

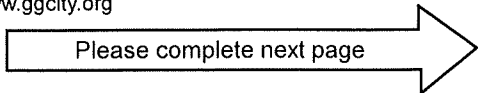
If yes, Name of Family Member: _____

II. CHANGE IN FAMILY COMPOSITION

To report a new or change in your family composition, please provide the information below:

Table with 5 columns: Legal Name of Family Member, Date of Birth, Relationship, Add / Remove, Effective Date

III. OTHER CHANGES





CHANGE REPORT GUIDELINES

I. REQUIREMENTS: In between Annual Reexaminations, families are required to report ALL changes (increases and decreases) in earned and unearned income, assets, expenses, full-time student status, and family circumstances within three (3) weeks of its occurrence. Families MUST complete and return the Change Report form, along with documents that support the reported change(s). If the income is not reported within three weeks of the increase, the family may be required to reimburse the Garden Grove Housing Authority (GGHA) of any overpayment.

II. SUPPORTING DOCUMENTS: Any documents submitted to prove the change(s) you claim MUST show the day it was created or issued. The document must also be dated within 60 days of the date receive your Change Report form. For example, if you are reporting any of the following circumstances, you must include the following :

Increase/Decrease of wages: Supply at least two (2) current and consecutive pay stubs that reflect the increase/decrease, or a letter from your employer. For termination of employment, you must supply a letter of termination from your employer.

Increase/Decrease of unearned income: (such as CalWorks, Social Security, Unemployment, etc.) Supply the benefit letter that reflects the increase/decrease.

Full-time Student Status change: Supply the most current registration notice, class schedule, fee statements, and/or any financial aid letters.

Requesting to add household member: Supply a copy of their birth certificate, Social Security card, and Driver's License if member is an adult. If new member is a minor, supply adoption or court-awarded custody letter if applicable. You must also provide an approval letter from the owner or landlord.

III. NOTIFICATION: Once the GGHA receives ALL information that is necessary to process the change, you will be notified of the new rent amount as well as the effective date of the change. Please note that the GGHA may not be able to process your change(s) without sufficient verification.

By signing this certification, I certify under penalty of perjury that ALL of the information contained in this document is true and correct. I understand and acknowledge that making false statements on this document is a FELONY under Title 18, Section 1001 of the United States Code and laws of the state of California (Penal Code Sections 115, 118, 487, 532).

Print Name of Head of Household

Signature of Head of Household

Date

Print Name of Other Adult

Signature of Other Adult

Date