

Remove a Household Member

Case Name

Date

Paperwork is Due by the 15TH of the Month

If you are wanting to remove someone from your household you will need to provide the following information **before a change can be made**:

1. A written statement from your landlord stating that the person is no longer living in your unit.
2. Rent receipts for the location where that person now resides. If obtaining rent receipts is not possible or not applicable you may obtain the items listed below in either "a" or "b".
 - a. Notarized statement from the person with whom the move-out now resides verifying that he/she lives at that address and a notarized statement from one of your neighbors verifying that the person no longer lives in your unit.
 - b. Notarized statements from two of your neighbors verifying that the person no longer resides in your unit.

No change will be made in your file until all of the required information is received.

Person(s) being removed from household:
