

# REQUEST TO ADD MEMBER(S) TO LEASE

Except for the birth, adoption or court awarded custody of a child; the family must receive permission from the landlord and the housing authority, in writing, before allowing any person, either a child or adult, not on the lease to move into the household. If anyone not on the lease moves into the house without written permission, the family will be in violation of the lease and family obligations and the rental assistance can be terminated.

All individuals added to the household are subject to HUD's eligibility and the PHA's suitability standards. The PHA will not approve the addition of adults to a family if the addition will increase the voucher size for which the family qualifies or if the adults do not pass the criminal history screening.

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I/We \_\_\_\_\_, request to add the below mentioned person to the HUD lease agreement.

**Name** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**SS #** \_\_\_\_\_

Please do not turn in this form without providing all requested information. This request WILL NOT be accepted unless the following forms are attached:

- Birth Certificate, if available
- Social Security Card
- Signed Release of Information form (adults only)
- Declaration of Section 214 Status
- RHIP form (adults only)
- Debts Owed to PHA and Termination form (adults only)
- Proof of income
- Assets, medical, childcare, etc
- VAWA

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\*Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Tenant Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*By signing this request to add member(s) to the lease, I understand that this is only a *request*. The PHA will commence the appropriate eligibility and suitability procedures and will inform me of their decision. I understand that I must NOT allow any person not on the lease to move into the household until the decision has been reached by the PHA.**

