



CITY OF INGLEWOOD

Housing Section 8 Program

CHANGE IN HOUSEHOLD COMPOSITION

The family is required to submit the following documentation to add a household member:

- A. The head of household must complete and submit a 'Change in Household Composition' form;
- B. Submit a birth certificate, a social security card, and a valid identification card for each new member.

The family is required to submit the following documentation to remove a household member:

- C. The head of household must complete and submit a "Change in Household Composition" form;
- D. If a household member passed away, provide IHA with the date of death.
- E. If a household member moved, submit the family member's new address (ID, utility bill, bank statement, income verification, etc.).

F.

1. Please Check The Type of Change:	REMOVE ☐	ADD ☐
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2. Head of Household:		
3. Name of Person to Add or Delete:		
4. Relationship to you:		
5. Full Address where they live now (if adding)	Address, City, State, and Zip	
5a Full Address where they will be moving to (if removing):		
6. Telephone Number:	Cell:	Home:

7. Proposed Date of Change: (Date expected to move in, move out, or passed away)	
8. Explain why you are adding or deleting the family member:	

9. Head of Household (Print Name): _____

10. Head of Household Signature: _____ 11. Date: _____

12. Waiting List update only