

## 10-DAY CHANGE FORM

**DO NOT FAX. YOU MAY EMAIL TO YOUR COUNSELOR AT YOUR OWN RISK.  
PHA IS NOT RESPONSIBLE FOR UNDELIVERABLE EMAILS.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*CHANGES TO FAMILY RENT WILL NOT BE PROCESSED UNTIL THIRD PARTY VERIFICATION OF ALL FAMILY INCOME AND COMPOSITION IS VERIFIED.*

- Change forms must be submitted by the 20<sup>th</sup> of the month to be effective for the next month.
- Attach the required documents to this form
- Place you initials next to each line verifying that the documentation is attached.

**NEW/ADDITIONAL EMPLOYMENT:** I have attached a letter from my new employer on company letterhead stating the date of hire and/or a copy of my first pay check. \_\_\_\_\_ (*Complete Employment Verification Form*)

**TERMINATION OF EMPLOYMENT:** I have attached a letter from my employer on company letterhead stating the date employment ended. \_\_\_\_\_ (*Complete Employment Verification Form*)

**DECREASE IN WAGES:** I have attached a letter from my employer on company letterhead stating the date and amount of the reduction in wage and/or a copy of my reduced paycheck. \_\_\_\_\_ (*Complete Employment Verification Form*)

**INCREASE IN INCOME/WAGES:** I have attached a copy of my paycheck reflecting my increased wage. \_\_\_\_\_ (*Complete Employment or Fixed Income Verification Form*)

**UNEMPLOYMENT BENEFITS:** I have attached a letter from the Texas Workforce Commission. \_\_\_\_\_

**CHILD SUPPORT:** I have attached printout from the Child Support Office showing payments made for the last six months. \_\_\_\_\_ (*Complete Fix Income Verification Form*)

**CHILD CARE:** I have attached a notarized statement from my childcare provider or receipt my childcare center stating: a) number of hours per week child is being cared for and b) weekly rate of care. \_\_\_\_\_ (*Complete Child Care Verification Form*)

**ZERO INCOME:** I have attached and completed a Non-Income Affidavit.

### **ADDING A CHILD**

I have attached copies of the birth certificate, social security card, guardianship papers, other court

**ADDING AN ADULT:** I have attached copies of a) photo ID, b) Social Security Card, c) Birth Certificate, d) HUD 9886, & e) Declaration 214 form. \_\_\_\_\_

**REMOVING A CHILD/ADULT:** I have attached three of the following documents showing person lives elsewhere: signed lease, utility/other bills, pay stubs, court papers, or statements from other government/social service agencies.