



Connecting people to homes, hope and opportunity. *Jennifer Westerman, CEO*

## REQUEST TO CHANGE HOUSEHOLD COMPOSITION

Head of Household (print): \_\_\_\_\_

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

**TENANT:** Please fill out the top half of this form. You must have your property manager or landlord complete the bottom half of this form to complete the change. Please do not turn in this form unless it has been completed by both parties.

Added to Household: (list full name)

Removed from Household:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Change:

- This is a **permanent** change to my household.
- This is only a **temporary** change. *This change will be for (check one):*
  - Fewer than 30 days
  - 30 to 60 days
  - More than 60 days

This change will take effect on (move-in or move-out date): \_\_\_\_\_

Head of Household Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Your Landlord must complete this section*

This Household Change is: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Landlord Name (print): \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminder:** Report all changes in writing within 10 days



Change HH Comp 12/2020

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