

Housing Authority of the City of Orange

516 Burton Avenue P.O. Box 3107 Orange, TX 77631-3107 | Phone: 409.883.5882 | Fax: 409.883.8014 | www.orangeha.com

Request to Add a Household Member

All adults must have an acceptable criminal background, cannot owe any housing authority money, and, if he/she previously participated in a federally subsidized housing program, must have acceptable compliance history. All adult additions must be approved in writing by Housing Authority of the City of Orange before the additional person can move in.

Head of Household Name (Last Name, First Name)

Last 4 digits of SSN

Addition's Name

Last 4 digits of SSN

Step 1: Landlord Permission (for adult additions only)

I agree to the addition of this person to the current lease I have with the above-named Voucher-holder.

Landlord Name _____ Phone Number _____

Landlord Signature _____ Date _____

Step 2: Request Addition's Information

Relation to head of household _____ Date of birth _____ Male Female

List of income received and attached 60 days' worth of verification (for example, paystubs or letter):

Type _____ Source _____ Monthly Amount \$ _____

Type _____ Source _____ Monthly Amount \$ _____

List all assets held or owned and attach 60 days' worth of verification (for example, bank or account statements):

Type _____ Source _____ Monthly Amount \$ _____

Type _____ Source _____ Monthly Amount \$ _____

Are you a student? Yes No If yes, attach verification of enrollment status, tuition, and financial aid.

Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Step 3: Required Attachments

For all additions:

Legal ID (such as driver's license for adults or birth certificate for minors)

Original Social Security Card

Declaration of Citizenship or Immigration status

Non-Citizens; Original Homeland Security I-551 or annotated I-94

Income, asset, and student (if applicable) verification

Additional forms for adult additions:

HUD Release of Information

Debt Owed and Terminations (52675)

Statement of Family Obligations

I certify the above information is true and complete and the additional household member will be residing in the unit.

Signature of Head of Household

Date

Addition's signature (if an adult)

Date