



## 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