



WHEN YOUR FAMILY SITUATION CHANGES

It is necessary to report changes in income or family size to the LONGMONT HOUSING AUTHORITY within 10 (ten) business days IN WRITING if:

- There has been a change in family composition (size);
- Your family's adjusted gross income down (decreases);
- Your family's adjusted gross income goes up (increases);
- Your family participates in Family Self-Sufficiency;
- A new lease and Contract are signed;
- At annual reexamination by LHA; and
- At the request of your family or the LHA

This is a "Family Obligation" of the Section 8 Program and failure to do so could result in recoveries or termination of your assistance.

To process changes in a timely manner make sure of the following:

- Interim form is filled out completely and signed
- Authorizations for the release of information are signed by all adults in the home
- Attach any and all verifications for the reported change

INCREASE/DECREASE IN WAGES:

- Employment Verification Form
- Notarized Child Care Verification Form
- Any correspondence from employer or Unemployment Office regarding change, including termination notices

INCREASE/DECREASE IN BENEFITS (SSI/AFDC/UNEMPLOYMENT/CHILD SUPPORT):

- Income Verification Form
- Any correspondence from benefit agency
- NOTE: Lump sums or back payments MUST be reported

CHANGE IN CHILDCARE OR MEDICAL EXPENSES (DEDUCTIONS OF ANNUAL INCOME):

- If employed or going to school, we deduct out-of-pocket childcare expenses for children under 13. Not including amounts paid or reimbursed by any agency
- Medical Expenses (elderly/disabled family only) - We deduct out-of-pocket medical expenses paid by family. This does not include amounts paid by insurance or others.

ADDITIONAL FAMILY MEMBER: Please note LONGMONT HOUSING AUTHORITY must

approve this BEFORE the additional person can reside in the unit (this includes newborns):

- Landlord's written permission to include person if LONGMONT HOUSING AUTHORITY approves

- Birth Certificate or hospital Birth Announcement
- Social Security Card
- Employment and/or Income Verification Forms
- Driver's License or state ID Card
- Custody papers, if applicable
- School Verification Form, if applicable
- CO Bureau of Investigation Reports (\$7.00 money order per adult)
- Declaration of Section 214 Status
- Marriage certificate, if applicable
- If adult, copy of lease from previous residence

IF FAMILY MEMBER VACATING UNIT:

- Written third party verification of his/her new address (i.e. lease, notarized landlord statement, P.O. change of address)

IF YOU WISH TO MOVE:

- **DON'T VACATE THE UNIT WITHOUT NOTIFYING LONGMONT HOUSING AUTHORITY IN WRITING.** This is a violation of your "Family Obligations".
- **NOTICE TO LONGMONT HOUSING AUTHORITY:** Provide LONGMONT HOUSING AUTHORITY with a 30-day notice of intent to move in writing. This allows LONGMONT HOUSING AUTHORITY sufficient time to re-determine family eligibility, inspect the new unit, & prepare contracts.
- **NOTICE TO OWNER:** Provide owner with written notice to vacate in accordance with your lease
- If you're currently in the first year of a lease, you & your landlord can sign a "Mutual Rescission of Lease"
- Submit the "Notice to Vacate" or "Mutual Rescission of Lease" to LONGMONT HOUSING AUTHORITY.
- If looking for a unit outside Boulder County you must request a portability packet.

Longmont Housing Authority 1228 Main St. Longmont, CO 80501

Phone 303-651-8581 Fax 303-682-2899 TDD Hearing Impaired only: 303-651-8748

Business Hours Monday – Friday 8:00 am – 5:00pm