

WASHINGTON COUNTY HOUSING AUTHORITY
100 S. FRANKLIN STREET
WASHINGTON, PA. 15301
HCV DEPARTMENT

REQUEST FOR APPROVAL TO ADD A HOUSEHOLD MEMBER

You must obtain the written approval of the Landlord **and** the Housing Authority before any other person can be added to your household. **A separate request form must be signed by your landlord for each person you wish to add to your lease.**

After the form is signed by you and your landlord, the Housing Authority will begin processing your request. A criminal background check must be performed on all persons age 18 and over that will be living in the household. Following the approval of the background check, all household adults must attend an interim recertification interview to update income and sign the required documents and forms before final approval to add this person to your household can be determined.

Please complete all questions below:

I, _____, am requesting to add the following person to my lease for the unit located at: _____

Current telephone number where you can be reached: _____

Provide the following information about the person you wish to add:

_____	_____	_____
First Name	Middle Initial	Last Name
_____	_____	_____
Social Security Number	Date of Birth	
_____	_____	
Current Address (Do not list a P.O. Box)	City, State, Zip Code	

What is the name of the landlord at the current address for the person you wish to add to your household?

What is the relationship of this person to the head of household?

A copy of the Birth Certificate, Social Security Card and Proof of Income received by or for this person must be provided with this request.

I understand that this request will not be approved if it will create overcrowded conditions as determined by HUD regulations. I also understand that the person cannot move into the subsidized unit until final approval by the Housing Authority.

Signature of Head-of-Household

Date

OWNER / LANDLORD'S APPROVAL TO ADD A HOUSEHOLD MEMBER

Date:

Tenant:

**Owner /
Landlord:**

Additional Household Member: _____

(Tenant and Owner/Landlord to sign this section)

I certify that I am the owner/landlord of the unit listed above. I have approved the request of the tenant to add the person listed above to the lease. I understand that all other terms of the lease will remain the same and that the person cannot move in until the final approval of the Housing Authority.

Signature of Owner/Landlord

Date

Signature of Tenant

Date

(Housing Authority Representative to complete this section)

Request approved _____

Request denied _____

Signature of Housing Authority Representative

Date