

HOUSING AUTHORITY OF MARICOPA COUNTY

Housing Choice Voucher

CHANGE REPORT FORM

Head of Household: _____ Soc Sec #: _____

Email Address: _____

Mailing Address: _____ Phone #: _____
Street Address City Zip

MARK ALL THAT APPLY – USE SEPARATE FORM IF NEEDED.

EMPLOYMENT CHANGE **INCREASE** **DECREASE**

(MUST ATTACH VERIFICATION: 30 days of current and consecutive pay stubs, or letter from employer stating pay rate and average hours you will work)

Member with income change: _____ Effective date: _____

Name of Employer: _____

Address: _____

Phone: _____ FAX: _____

Start date: _____ Hourly Wage: \$ _____ Hours per Week: _____

Reason for Decrease: Termination Reduced hours: Old # of hours? _____ New # of hours? _____
 Other reason: _____

OTHER INCOME CHANGE Check one: **INCREASE** **DECREASE** Member?: _____

(MUST ATTACH: SS/SSI/TANF/Food Stamp Award letters, Child Support statements, Print-outs, etc.)

Social Security/SSI Amount: \$ _____ Effective: _____

FOOD STAMPS Amount: \$ _____ Effective: _____

TANF Case #: _____ Amount: \$ _____ Effective: _____

Child Support State: _____ Case#: _____ Amount: \$ _____ Effective: _____

Other (explain): _____ Amount: \$ _____ Effective: _____

HOUSEHOLD COMPOSITION CHANGE **ADD** **REMOVE**

To ADD: MUST ATTACH: Birth Certificate, Social Security Card, Written Permission from your Landlord. For Adults: must also attach Picture ID, Proof of Income and Signed Release of Information Form.

Name: _____ Relation: _____ DOB: _____ SS# _____

CHILD CARE Check one: New Increase Decrease No longer Have Child Care

Child Care Provider Name: _____

Full Address: _____

Phone Number: _____ Amount you pay per week: \$ _____

I certify that the information given to the Housing Authority of Maricopa County is accurate and complete to the best of my knowledge and belief. I understand that false statements or information is punishable under Federal law. I also understand that false statements or information is grounds for termination of housing assistance.

PRINT NAME

SIGNATURE

DATE

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements of misrepresentation to any department or agency of the U.S. or to any matter within its jurisdiction.

Authorization for the Release of Information/ Privacy Act Notice

to the U.S. Department of Housing and Urban Development (HUD)
and the Housing Agency/Authority (HA)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

PHA requesting release of information: **(Cross out space if none)**
(Full address, name of contact person, and date)

IHA requesting release of information: **(Cross out space if none)**
(Full address, name of contact person, and date)

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. **Private owners may not request or receive information authorized by this form.**

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and 19(c) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

Sources of Information To Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(l)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

_____	_____		
Head of Household	Date		
_____		_____	_____
Social Security Number (if any) of Head of Household		Other Family Member over age 18	Date
_____	_____	_____	_____
Spouse	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date
_____	_____	_____	_____
Other Family Member over age 18	Date	Other Family Member over age 18	Date

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Numbers of all household members six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.



AUTHORIZATION FOR RELEASE OF INFORMATION

AUTHORITY: Section 904 of the Stewart B. McKinney Homeless Assistance Amendment Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a.

- | | |
|---|-------------------|
| Other Public Housing Agencies | Welfare Agencies |
| Past and Present Employers | Medical Providers |
| Retirement Systems | Banks |
| Unemployment Agencies | Schools/Colleges |
| Courts and Post Offices | Credit Unions |
| Veteran's Administration | Utility Companies |
| Child Care Providers | Credit Providers |
| Support and Alimony Providers | Credit Bureaus |
| Social Security Administration | |
| Local, State & Federal Law Enforcement Agencies | |

CONSENT: I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to the **Housing Authority of Maricopa County (HAMC)**, any information or materials needed to complete and verify my application for participation, and/or maintain my continued assistance under the Section 8 Housing Assistance Programs. I understand and agree that this Authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing Program rules and policies.

COMPUTER MATCHING NOTICE AND CONSENT:

I understand and agree that HUD or the HAMC may conduct computer-matching programs to verify the information supplied for my application and/or recertification. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information. HUD or the HAMC may in the course of it's duties exchange such automated information with other Federal, State, or local agencies, including but not limited to State Employment Security Agencies; Department of Defense; Office of Personnel Management; the U.S. Postal Service; the Social Security Agency; and State Welfare and food stamp agencies.

INFORMATION COVERED: I understand that, depending on Program policies and requirements, previous or current information regarding my household or me may be needed. Verifications and inquiries that may be requested include but are not limited to:

- | | |
|--------------------------------|--------------------|
| Identity and Marital Status | Assets |
| Employment Income | Medical Allowances |
| Residences and Rental Activity | Criminal Activity |
| Child Care Allowances | Credit Activity |

CONDITIONS: I agree that a photocopy of this Authorization may be used for the purposes stated above. The original of this Authorization is on file with the HAMC and will stay in effect for one year and one month from the date signed. I understand I have a right to review my file and correct any information that I can prove is incorrect.

I understand that his Authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for, and continued participation in, a housing assistance program.

PRIVACY ACT NOTICE: The following laws authorize the collection of this information by HUD or the HAMC: the U.S. Housing Act of 1937 (42 U.S.C., 1437 et seq.), Title VI of the Civil Rights Acts of 1964, and Title VIII of the Civil Rights Act of 1968. The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and residents to submit the Social Security numbers of all household members at least six (6) years old.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED:

The groups or individuals that may be asked to release the above information (depending on Program requirements) include, but are not limited to:

<p>HEAD OF HOUSEHOLD</p> <p>PRINT NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE SIGNED: _____</p>	<p><u>SPOUSE OR 2ND ADULT</u></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>OTHER ADULT (3RD ADULT)</p> <p>PRINT NAME: _____</p> <p>SIGNATURE: _____</p> <p>DATE SIGNED: _____</p>	<p><u>OTHER ADULT (4TH ADULT)</u></p> <p>_____</p> <p>_____</p> <p>_____</p>