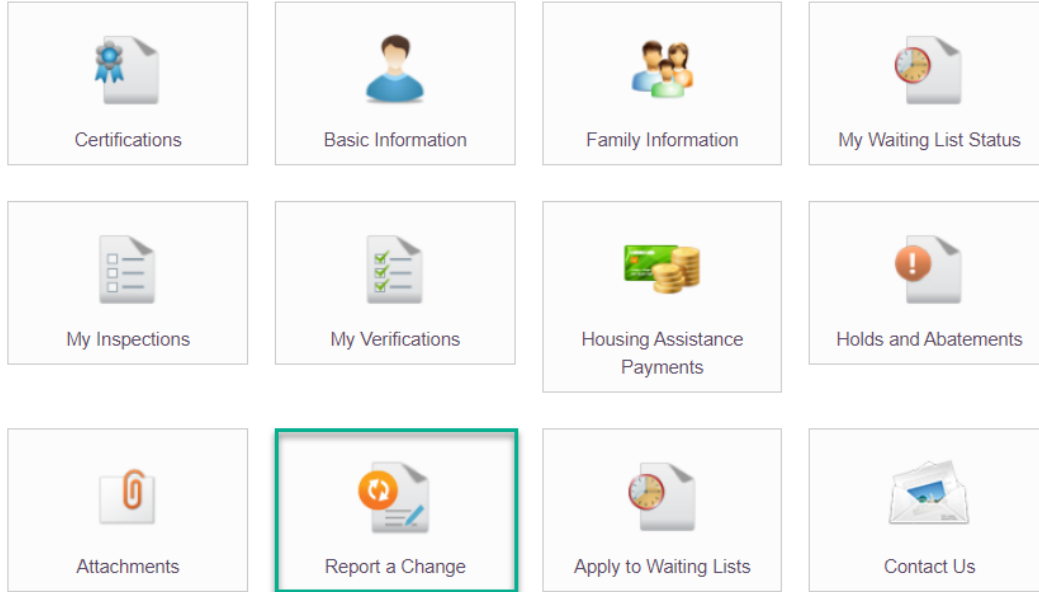


Interim-Report a Change

The 'Report a change' icon will be visible on the Home Page for selection. The menu item will be visible to those who have a status of Current or Notice.



Upon clicking the 'Report a Change' menu, the following screen will be displayed. Clicking on 'Report a Change' button will initiate the Interim workflow.

Report a Change

Click **Report a Change** to enter changes to your family composition, income, or other details. This allows you to report changes prior to your annual recertification. *Do not use this request form to apply to new waiting lists. To apply to new waiting lists or update your current waiting list application, click [here](#).



Housing Authority of Maricopa County
8910 N 78th Ave
Peoria, AZ 85345-7900

Report a Change

Step#1- Language Selection

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission

Application Progress 0%

Select Your Preferred Language

Preferred Language*

- English
- Español (Spanish)

Save and Continue

Step#2- Welcome Page

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission

Application Progress 9%

Report a Change Overview

Use this online form to report changes to your household information that occur prior to your annual recertification. Include any changes to you:

- Household members
- Income
- Assets
- Expenses

Note: All changes to your household information must be verified and approved by the agency.

For a list of documents you may be required to submit, please click [here](#).

Go Back

Save and Continue

Step#3- Household Members

You can add, edit, or delete the members, if any changes apply. Unlike recertifications, you are not required to review and confirm existing details.

If you delete any record, instead of removing the record from the grid, it will have a strikethrough and will remain in the grid. You can undo delete and it will bring the record to its original state.

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission

Application Progress **18%**

Household Members

Review and update your household member information. Note: You must get agency approval before any new member moves in.

Your household includes any of the following people who live with you:

- Head of household
- Co-head of household
- Spouse
- Other adults who live with you (including students aged 18+)
- Children who live with you
- Live-in aides
- Foster children/adults

Add Household Member

First Name	Last Name	Relationship	Age	Gender		
		Head of Household	51	Female	Edit	Delete

Showing 1 to 1 of 1 entries

Go Back Save and Continue

Step#4- Income

You can add, edit, or delete the income, if any changes apply. Unlike recertifications, you are not required to review and confirm existing details.

If you delete a record, instead of removing the record from the grid, it will have a strikethrough and will remain in the grid. You can undo delete and it will bring the record to its original state.

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income**
- Assets
- Expenses
- Final Review & Submission

Application Progress 27%

Income

Review and update your family's income. Click **Add Income** to add a new source of income.

[Add Income](#)

Name	Income Source	Annual Earnings		
	SSI	\$9,396.00	Edit	Delete

Showing 1 to 1 of 1 entries

[Go Back](#)

[Save and Continue](#)

Step#5- Asset

You can add, edit, or delete the assets, if any changes apply. Unlike recertifications, you are not required to review and confirm existing details.

If you delete any record, instead of removing the record from the grid, it will have a strikethrough and will remain in the grid. You can undo delete and it will bring the record to its original state.

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission

Application Progress 36%

Assets

Review and update your family's assets. Click **Add Asset** to add a new asset.

Add Asset

Name	Asset Name	Value		
	Asset - Checking	\$201.25	Edit	Delete
	Asset - Savings	\$816.53	Edit	Delete
	Asset - Savings	\$0.01	Edit	Delete

Showing 1 to 3 of 3 entries

Go Back

Save and Continue

Step#6- Expense Information

You can add, edit, or delete the expense information, if any changes apply. Unlike recertifications, you are not required to review and confirm existing details.

If you delete any record, instead of removing the record from the grid, it will have a strikethrough and will remain in the grid. You can undo delete and it will bring the record to its original state.

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission

Application Progress 45%

Expenses

Review and update your family's expenses. Click **Add Expense** to add a new medical, disability, or childcare expense.

Add Expense

No Expenses Added

Go Back

Save and Continue

Step#7- Final Review and Submission

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission
- Error Check
- Documents
- Summary
- Sign and Submit

Application Progress 55%

Final Review & Submission

On the following steps, review your information for errors and upload any required verification documents.

Go Back

Save and Continue

Step#8- Error Check

This step will show all the errors in the workflow (if any).

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission
- Error Check**
- Documents
- Summary
- Sign and Submit

Application Progress **64%**

Error Check

Review and fix any errors listed below. If there are no errors, click **Save and Continue**.

We didn't find any errors.

[Go Back](#) [Save and Continue](#)

Step#9- Documents

You will be required to submit the required documents for the items that are newly added or edited only.

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission
- Error Check
- Documents**
- Summary
- Sign and Submit

Application Progress **73%**

Documents

Upload the requested documents below. If you are unable to upload the documents now, click **Save and Continue** and we will gather this information later.

For a list of documents you may be required to submit, please click [here](#).

No verification documents are required at this time.

[Go Back](#) [Save and Continue](#)

Step#10- Summary

This step will list summary of all member, income, asset, and expense details. You can add/edit any of these information (if required). At the end, there is a checkbox for terms and condition to confirm that above information is true and complete

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission
- Error Check
- Documents
- Summary**
- Sign and Submit

Application Progress **92%**

[Upload Documents](#)

Summary

Review your household summary. Add or edit any missing or inaccurate information.

[Add/Edit Member](#)

First Name	Last Name	Relationship	Age	Gender
		Head of Household	51	Female

Showing 1 to 1 of 1 entries

[Add/Edit Income](#)

Name	Income Source	Annual Earnings
	SSI	\$9,296.00

Showing 1 to 1 of 1 entries

[Add/Edit Asset](#)

Name	Asset Name	Value
	Asset - Checking	\$201.25
	Asset - Savings	\$816.53
	Asset - Savings	\$0.01

Showing 1 to 3 of 3 entries

[Add/Edit Expense](#)

No Expenses Added

I hereby certify that the information I provided above is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

[Go Back](#) [Save and Continue](#)

Step#11- Sign and Submit

Report a Change

- Language Selection
- Welcome Page
- Household Members
- Income
- Assets
- Expenses
- Final Review & Submission**

Error Check

Documents

Summary

Sign and Submit

Application Progress 91%

Upload Documents

Sign and Submit

Sign all required documents to submit this form.

Document	View	Sign
Household Documents for [redacted] to Sign	View Document (Unsigned)	Click here to sign

Showing 1 to 1 of 1 entries

[Go Back](#)

----End of workflow----