

**VACAVILLE HOUSING AUTHORITY
SOLANO COUNTY HOUSING AUTHORITY**

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Adding Someone to Your Household

Important Note: An adult added to your household will have the same rights to the voucher as the head of household. If the family becomes divided into two eligible families and cannot decide who keeps the voucher, the Housing Authority will consider the factors outlined in the Administrative Plan to determine which of the families will receive the assistance.

Before allowing someone to move into your household, you need to do all of the following:

- Make sure you have your landlord's **written** permission to add the additional person(s) **and** provide a copy to the Housing Authority.
- Fill out a **Report of Change of Income / Family Composition** form and return to VHA/SCHA.
- Provide **birth certificate, social security card, and/or alien registration card, and driver's license, or state identification card** for each person you are adding.
- Provide **current** documentation of all **income sources** for each person you are adding including children – Welfare, Food Stamps, Social Security (SSA), Supplemental Security Income (SSI), Unemployment Benefits, Disability Benefits, Child Support/Alimony, Pensions, etc.
- Provide **current school registration** if the person you are adding is a student.
- Provide **bank statement or proof of other asset income** for each person you are adding including children.
- Declaration of Citizenship form** must be completed and signed for each person you are adding including children.
- Return **Authorization for the Release of Information/Privacy Act Notice** signed by each adult you are adding.
- Return **Authorization for the Release of Information** signed by each adult you are adding.
- Return **"Section 8 Family Obligations"** signed by each adult you are adding to your household.
- Read **Adding Someone to Your Household** brochure

The above checked items must be provided by _____ Tech Initials _____.

REMINDER: It is a violation of your family obligations to allow someone to move into your unit before they have been approved by the Housing Authority (HA).

I understand that if I do not bring the items necessary to complete the Add to Household process by the date specified above, the Housing Authority will be unable to add anyone to my household.

Signature

Date