

## Request to Add an Adult

**Program Requirements:**

- New participants may request to add adults to the household after 6 months in the program.
- Home Forward is required to screen and approve all adults for program eligibility **before** they move in to your household.
- Landlords must approve adding the new adult to your lease **before** Home Forward can add the adult to your household.

**Instructions:**

- Please return this form with the documents listed below.
- Before the adult moves in, you and the adult to be added are required to attend an appointment with your Rent Assistance Service Coordinator at Home Forward.

Head of Household Name:

Last 4 digits of SSN:

Address:

Phone:

Email Address:

Name of adult to be added to household:

What is this person's relationship to the Head of Household?

**Please have the adult to be added complete and return the following items to Home Forward:**

- Preliminary Statement of Eligibility
- Home Forward Authorization for Release of Information
- HUD Authorization for Release of Information/Privacy Act Notice
- HUD Debts Owed to Public Housing Agencies and Terminations
- Statement of Family Obligations
- Certification of Citizenship Status
- Verification of Income dated within the most recent 60 day (such as paystubs, copy of a benefit award letter, or Verification of Employment Status completed by employer)
- Statement of Zero Income (if applicable)

**Please attach copies of the following items:**

- Valid Photo ID (must be *current*)
- Copy of social security card **or** verification of name and SSN by Social Security Administration, **or** document issued by a federal, state, **or** local government agency with name and full SSN.

## Participant Certification

*I/we do hereby swear and attest that all the information reported on this form about the household and me is true and complete. I/we understand that Home Forward is required to verify the information that I/we have reported. I/we understand that any misrepresentation of information, or failure to disclose information requested, may be grounds for termination of assistance and is punishable under Federal law.*

**WARNING:** Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

Signature of Head of Household

Date

Signature of Adult to be Added

Date