



Executive Director



Diane Small

**CHANGE FORM**

**\*Note:** if you are a current tenant and want a change to take place for the next month, YOU MUST return this form and required verifications no later than the 20<sup>th</sup> of the preceding month.

Under the Housing Opportunity Through Modernization Act (HOTMA), households who own property they could live in will no longer be eligible for the program. Households with assets over \$100,000.00 will also no longer be eligible. You are required to answer the final 2 sections of this form which addresses these two situations.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ SS#: \_\_\_\_\_

If you are on the waiting list, what waiting list(s) are you on? \_\_\_\_\_ Section 8 \_\_\_\_\_ Sanford Housing Properties

**TYPE OF CHANGE:**

\_\_\_\_ income change    \_\_\_\_ address change    \_\_\_\_ name change    \_\_\_\_ school change    \_\_\_\_ phone number change  
\_\_\_\_ adding a member to the family    \_\_\_\_ removing a member from the family    \_\_\_\_ I am now disabled  
\_\_\_\_ I am a veteran    \_\_\_\_ I am now age 62    \_\_\_\_ I now own property    \_\_\_\_ my total assets exceed \$100,000.00

**MY INCOME or SCHOOL CHANGE IS:**

\_\_\_\_ I have started work **OR** \_\_\_\_ I am no longer working    As of: \_\_\_\_\_  
\_\_\_\_ I have gotten a reduction in hours at work **OR** \_\_\_\_ I have increased my work hours  
\_\_\_\_ I have started school **OR** \_\_\_\_ I am no longer in school    As of: \_\_\_\_\_  
\_\_\_\_ TANF increase **OR** \_\_\_\_ TANF decrease    As of: \_\_\_\_\_    New Amount: \$ \_\_\_\_\_  
\_\_\_\_ Child support increase **OR** \_\_\_\_ decrease    As of: \_\_\_\_\_    New Amount: \$ \_\_\_\_\_  
\_\_\_\_ Social Security increase **OR** \_\_\_\_ decrease    As of: \_\_\_\_\_    New Amount: \$ \_\_\_\_\_  
\_\_\_\_ I started receiving unemployment at \$ \_\_\_\_\_ per week, as of this date: \_\_\_\_\_  
\_\_\_\_ I am receiving alimony in the amount of \$ \_\_\_\_\_ per week  
\_\_\_\_ Other income change: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

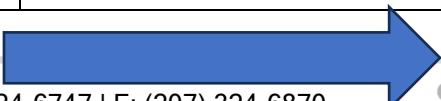
Rate of Pay: \$ \_\_\_\_\_ hours worked per week \_\_\_\_\_

Name and Address of School: \_\_\_\_\_

School Phone: \_\_\_\_\_

**PLEASE LIST ANY ADDITIONAL HOUSEHOLD INCOME BELOW**

Household Member Name	Source of Income	Amount of Income



**HOUSEHOLD CHANGE:**

Name of person being added/deleted from the household: \_\_\_\_\_

SS# of person being added/deleted: \_\_\_\_\_ DOB of person being added/deleted: \_\_\_\_\_

If the individual you would like to add to your household is not your child, please indicate who the individual is as well as the reason you would like to add the identified member to your household:

\_\_\_\_\_

**PROPERTY OWNERSHIP**

I/we now own real estate/property with an address of: \_\_\_\_\_.

SHA will require completion of a "Property Ownership Declaration" Form

**TOTAL ASSETS EXCEED \$100,000.00**

Do the total assets in your household exceed \$100,000.00? \_\_\_ YES \_\_\_ NO

If yes, please list type of asset, such as bank account, CDs, money market accounts, life insurance cash value. SHA will require 3<sup>rd</sup> party verification of all assets

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Printed Name Date

Signature Printed Name Date

I do hereby swear and attest that all the information above is true and correct. I understand that I am to report all changes in income, address, school or members of my household to Sanford Housing Authority immediately, in order to keep my application in good standing.

Signature Head of Household Signature of other Adult (if applicable) Date

**WARNING! TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IN GUILTY OF A FELONY FOR KNOWINGLY OR WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES OR THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**PLEASE RETURN TO: SHA P.O. Box 1008 Sanford, Maine 04073**

**OR**

**Drop in our locked drop box on the outside of our building at 17 School Street Sanford, ME 04073**

