



CITY OF INGLEWOOD

Housing Section 8 Program



CHANGE IN HOUSEHOLD COMPOSITION

The family is required to submit the following documentation to add a household member:

- A. The head of household must complete a Change of Composition form;
- B. Adults 18 years of age or older must complete a Criminal Background Investigation (CBI), IHA must approve CBI.
- C. Submit a birth certificate, social security cards, and valid identification card.
- D. **Letter from Landlord authorizing new family member(s). (The landlord must amend the lease or attach an addendum).**

The family is required to submit the following documentation to delete a household member:

- E. The head of household must complete and submit a Change of Composition form;
- F. If household member died, submit death certificate and/or obituary;
- G. If household member moved, submit documentation showing the family member's new address.

1. Please Check Type of Change:	DELETE	ADD
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2. Head of Household:		
3. Name of Person to Add or Delete:		
4. Relationship to you:		
5. Full Address where he/she lives now or moving to:	Address, City, State and Zip	
6. Telephone Number:	Cell:	Home:

7. Proposed Date of Change: (Date expected to move in, move out or died)		
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8. Explain why you are adding or deleting the family member:		

9. Head of Household (Print Name): _____

10. Head of Household Signature: _____

11. Date _____

12. Housing Specialist Name: _____