

## 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**