

**HOUSING AUTHORITY OF THE CITY OF TEXAS CITY
TENANT INTERIM WORKSHEET**

It is your responsibility to report all changes in family size and income to the TCHA, in writing, within ten (10) days of the date the change occurred. Failure to do so will result in an immediate rent increase and/or repayment agreement. TCHA may not give a 30 day notice in rent adjustments.

DATE _____

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

FILL OUT ALL CHANGES THAT APPLY TO THE HOUSEHOLD

TYPE OF CHANGE	PLEASE CIRCLE	EXPLAIN CHANGE
EMPLOYMENT	YES NO	
UNEMPLOYMENT	YES NO	
SOCIAL SECURITY/SSI	YES NO	
CHILD SUPPORT	YES NO	
CHILDCARE	YES NO	
TANF	YES NO	
REMOVING FAMILY MEMBER	YES NO	
ADDING FAMILY MEMBER	YES NO	
ZERO INCOME	YES NO	
OTHER- NOT LISTED	YES NO	

For adding a family member: Provide birth certificate, social security card, and proof of guardianship if applicable. **REQUEST TO ADD ADULT TO HOUSEHOLD:** A background must be completed with their information only and we must have written permission form the landlord allowing adult member to be added to the lease. The Housing Authority will conduct wage and criminal checks to determine applicant's eligibility.

For deleting a family member: Provide proof of new address (see list of acceptable documentation)

PLEASE BE ADVISED: IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF THE PROGRESS OF THE CHANGES YOU REPORT. THE TEXAS CITY HOUSING AUTHORITY **CANNOT** MAKE CHANGES TO YOUR CASE IF WE DO NOT HAVE THE PROPER DOCUMENTATION. IF YOU HAVE NOT RECEIVED A RENT ADJUSTMENT LETTER BY THE **LAST WEEK OF THE MONTH** YOU NEED TO CONTACT YOUR CASE WORKER TO FIND OUT WHAT STEPS YOU NEED TO TAKE. IF YOUR RENT IS NOT ADJUSTED DUE TO LACK OF PROPER DOCUMENTATION, OR FOR ANY CHANGES REPORTED AFTER THE 15TH OF THE MONTH, **YOU WILL BE RESPONSIBLE FOR YOUR CURRENT RENT AMOUNT.** YOUR SIGNATURE BELOW AFFIRMS YOU HAVE READ AND AGREE TO THE ABOVE STATEMENT.

Signature _____

Date _____

(FOR OFFICE USE)

Taken By _____