

CHANGE REPORT REQUIRED DOCUMENTATION

HUD regulations require all interim changes reported must be verified. Housing Specialists will review all interim changes. Interim changes may take at least 30 days to complete.

- You will have 10 calendar days from the date of the change to complete and return this change report to the City of Mesa Housing Authority Office.
- If you fail to complete and return this packet, **NO CHANGES WILL BE COMPLETED.**
- **If the family share of the rent is to increase:** The increase generally will be effective on the first of the month following a 30-day notice to the family.
- All decreases reported on or before the 20th day of the month **will be effective on the first day of the following month** in which the change was reported an all required documentation was submitted.
- All decreases reported after the 20th day of the month **will be effective on the first day of the second month** following the change.

You are responsible for obtaining and providing **CURRENT** supporting documents for **ALL CHANGES**. See below for a list of documents that will be accepted with your interim change.

- SS/SSI award letter
- Cash Assistance (TANF) award letter
- Letter from employer (with date of hire, pay rate, hours) or paystub (if recently hired) or a letter of termination with the date of your last day worked.
- Letter from unemployment and/or payment history print out
- Pension, trust, stock, bank statement
- Letter from childcare provider (include phone # and address)
- Child support (include phone # and address) 6 month print out
- Adoption subsidy payment letter
- Private support letter from person giving money/paying bills (include phone # and address)
- When adding household members, we need proof of income and assets (bank statements)

Household Members 18 years & Older (Minors turning 18 years of age)

- Must sign an authorization for the Release of Information
- Letter from school stating student status (full or part-time)
- Letter from school showing financial aid and/or tuition costs
- If working, see above to provide correct and current documentation
- If not working sign a self-certification of zero income

For accommodations, such as braille, large print, or translation, please contact City of Mesa Housing and Community Development at (480) 644-3536, or AzRelay 7-1-1 for those who are deaf or hard of hearing.
Si necesita información en español por favor de llamar al 480-644-3536.

