

INTERIM ~ CHANGE IN STATUS INSTRUCTIONS

Tenant Name _____ Phone Number _____
_____ Paducah /West Paducah _____ KY _____ 42001/42003/42086 _____
Tenant Address _____ City _____ State _____ Zip _____

Changes will NOT be processed if the required documentation is incomplete or not attached.

The following is a list of required verification(s) that you are required to submit along with the attached Personal Declaration Form and Authorization of Release of Information Form.

Description of Change(s):

Changed Jobs

- A letter on company letterhead from your former employer documenting your last day of work AND a letter on company letterhead from your current employer documenting how many hours per week you will be working along with your hourly rate and how often you are paid OR 2 months of current pay stubs showing your GROSS income as proof of employment.

Termination/Resignation of Employment

- A letter on company letterhead from your former employer documenting your last day of work.
- You must sign a verification stating what your remaining household income is even if zero income.

Decrease in Hours

- A letter on company letterhead from your current employer documenting how many hours per week you will be working along with two months of current pay stubs showing a decrease in your hours.

Started Working

- A letter on company letterhead from your current employer documenting how many hours per week you will be working along with your hourly rate and how often your paid OR 2 months of pay stubs showing your GROSS income as proof of employment.

Removing Individual from Lease

- Signed letter from the Adult household member themselves requesting to be removed from the lease OR a signed request by the head of household requesting them to be removed. Letter in writing from owner they are aware this person(s) has been removed

Adding Newborn to Lease or any new member to your household

- Copy of Birth Certificate for any member under 18 years of age and custody papers, Social Security card for all members
- Picture ID, Marriage License, Divorce Decree on all divorces.

Medical Leave

- A letter on company letterhead from your employer documenting your last day of work *AND* a letter from your Doctor documenting how long you will be on Medical Leave. A form can be picked up from our office to assist with this information.

In addition to the above, you are required to submit any of the following listed below that pertains to you or the members of your household.

- Social Security or SSI Award Letter Completed Affidavit of Zero Income Form Fulltime Student Status
 KTAP Benefits Current Checking and/or Savings account statement Child Support Payments Received
 Personal Declaration Form Authorization of Release of Information Form Unemployment Award Letter
 Pension/VA/Retirement Tax Return or Self Employment Monetary Gift SNAP/Food Stamps

REMEMBER ALL CHANGES MUST BE REPORTED WHEN THEY OCCUR

You are responsible for paying your current rent portion until you receive written notification from The City of Section 8 Housing Program advising you of any change in your household status or rent.