

Laconia Housing

Housing Choice Voucher Program

Family Notification Form – Verification Required

For LHA Use Only

Head of Household Name: _____ Phone Number: _____

Please indicate any and all events you are reporting:

- Change of contact information – provide new mailing address or phone number below
- Change in household income, assets, or expenses – documentation is required
 - Income has increased – attach hire/award letter, employer statement, or initial pay stub(s)
 - Income has decreased – attach termination/award letter or employer statement
 - Allowable Expenses have Increased Decreased – attach verification
 - Household Assets have Increased Decreased – attach verification
- Change in Household Composition – Add or remove household members
 - Add an adult to household – recertification required. Provide adult’s name below and gather SS card, photo ID, birth certificate. Family Declaration and other required forms will be mailed to you.
 - Remove an adult from household – attach adult’s new proof of residency or other verification
 - Add a minor to household – attach SS card, birth certificate, and verification of custody (if necessary)
 - Remove a minor from household – provide brief explanation below
- Household would like to move to the following location: _____ Date: _____
 - We are staying in the Laconia area/Belknap County – recertification required. Family Declaration and other required forms will be mailed to you. Attach copy of 30-day notice given to landlord.
 - We are planning to move out of the Laconia area – a specialist will be in contact for more information
- Other: _____

For all events, please provide a brief description and any other information you would like us to know.

A specialist will review the information you have provided and respond as soon as possible.

Head, Spouse, or Co-Head Signature: _____ Date: _____