



Housing Choice Voucher Program

THE PORCHLIGHT BUILDING

Address 907 NW Ballard Way, Suite 200 Seattle, WA 98107-4637 Telephone 206-239-1500 Fax 206-239-1770 TTY 1-800-833-6388 Website www.seattlehousing.org

Request to Add a Household Member

Anyone you list as a household member must use the subsidized unit as their primary residence (at least 51% of the time). All adults must have an acceptable criminal background, cannot owe any housing authority money, and, if s/he previously participated in a federally-subsidized housing program, must have acceptable compliance history. All adult additions must be approved in writing by your landlord and by Seattle Housing before the additional person can move in.

Head of household \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Addition's name \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Step 1: Landlord Permission (for adult additions only)

I agree to the addition of this person to the current lease I have with the above-named Voucher-holder. Landlord name \_\_\_\_\_ Phone number \_\_\_\_\_ Landlord signature \_\_\_\_\_ Date \_\_\_\_\_

Step 2: Requested Addition's Information

Relation to head of household \_\_\_\_\_ Date of birth \_\_\_\_\_ Male Female Are you disabled? Yes No Race/ethnicity \_\_\_\_\_ Hispanic Not Hispanic List all income received and attach 60 days' worth of verification (for example, paystubs or letter): Type \_\_\_\_\_ Source \_\_\_\_\_ Monthly amount \$ \_\_\_\_\_ Type \_\_\_\_\_ Source \_\_\_\_\_ Monthly amount \$ \_\_\_\_\_ List all assets held or owned and attach 60 days' worth of verification (for example, bank or account statements): Type \_\_\_\_\_ Financial institution \_\_\_\_\_ Current value \$ \_\_\_\_\_ Type \_\_\_\_\_ Financial institution \_\_\_\_\_ Current value \$ \_\_\_\_\_ Are you a student? Yes No If yes, attach verification of enrollment status, tuition, and financial aid. Have you ever been convicted of a felony? Yes No If yes, please explain: \_\_\_\_\_

Step 3: Required Attachments

For all additions: Legal ID (such as driver's license for adults or birth certificate for minors) Original Social Security number verification Declaration of Citizenship or Immigration Status Non-citizens: Original Homeland Security I-551 or annotated I-94 Income, asset, and student (if applicable) verification Additional forms for adult additions: HUD Release of Information Seattle Housing Release of Information Debts Owed and Terminations (52675)

I certify the above information is true and the additional household member will reside in the subsidized unit at least 51% of the time.

Head of household's signature \_\_\_\_\_ Date \_\_\_\_\_

Addition's signature (if an adult) \_\_\_\_\_ Date \_\_\_\_\_