

To add someone to the household

1. Permission from Landlord in writing
2. Request in writing to MBHA
3. New Personal declaration, Release of Information and Privacy Act filled out
4. If adult, MBHA will perform background checks
5. Birth certificate for new family member
6. Social security card for new family member
7. If adult, Picture ID for new family member
8. Income verification
9. HUD-52675 and *What you should know about EIV* signed
10. Fill out citizenship form (if adult signed by new family member, if not signed by HOH)
11. If adult, must attend briefing
12. Amend lease
13. If minor, school enrollment
14. Proof of custody, if applicable

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Signed

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Date