

Steps to take in requesting to add a new born to the household

You must obtain approval in writing from your Landlord to add a new member to the household. The approval from MBHA will be determined upon receipt of the following for the new household member:

1. Current completed Personal declaration, Release of Information and Privacy Act
2. Birth certificate for new family member
3. Social security card for new family member, if you cannot document the SSN the member cannot be added
4. Declaration of Section 214 Status (citizenship declaration), if adult signed by new family member, if not signed by HOH
5. Proof of custody, if applicable

I understand the following issues as stated above must be completed in order to add a new member to my household with my Housing Choice Voucher. Please return this information no later than _____ (14 calendar days) If all of the required information is not returned by the due date, the request is void.

Signature of Participant

Date

Print Name

1/25/11