



405 SW 6th St
Redmond, OR 97756
Phone: 541-923-1018
Fax: 541-923-6441

Household Addition

Thank you for letting Housing Works know of your upcoming household change. In order to complete the changes please submit the following documents:

- Please complete the enclosed Self Declaration Packet for ALL household members.**
- Self Declaration Packet must be signed by ALL household members – ages 18 and over**
- Please submit copies of Photo ID's for for the NEW household members – ages 18 and over.**
- Please submit copies of Birth Certificates for NEW household members – ages 17 and under.**
- Please submit copies of Social Security cards for the NEW household members.**
- Please have each NEW household member fill out the enclosed Dec 214.**
- Please have each NEW household member sign the Debts Owed to Public Housing Form.**
- Please give the Landlord Approval for Change Form to landlord for approval.**
- Please provide supporting documents for Income Verification for each NEW household member.**
- The most current Checking and Savings bank statement(s) for new household members**

Please remember to report in writing all changes within 10 days of the change. Be certain to provide the name, address, and fax number of the person, agency or company with which we can verify this change.

The changes cannot be completed until these documents are returned so if you need more time, have any questions or need assistance with this process, please feel free to contact Housing Works at 541-923-1018. For individuals requiring telecommunication assistance, please call Qwest Center for Customers with Disabilities toll free at 1.800.224.1111.

Sincerely,

The Housing Choice Voucher Team