



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 listing ALL household members.**
- Self Declaration Packet must be signed by ALL household members – ages 18 and over**
- Please submit Photo ID's for the NEW household members – ages 18 and over.**
- Please submit Birth Certificates for NEW household members – ages 17 and under.**
- Please submit Social Security cards for the NEW household members.**
- Please have any NEW household member fill out the enclosed Dec 214.**
- Please have any NEW household members sign the Debts Owed to Public Housing Form – ages 18 & over**
- Please give the Landlord Approval for Change Form to your current 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

Main Office:

405 SW 6th Street
Redmond, OR 97756

P) 541-923-1018

F) 541-923-6441

Text) 541-286-5562

Hours: Mon to Thurs
8am to 5pm

Closed Friday

www.housing-works.org

Bend Satellite Office:

2017 NE Full Moon Dr., Suite 100

Bend, OR 97701

P) 458-281-0813

F) 458-281-0815

Text) 541-286-5562

Hours: Tue, Wed, Thurs
9am to 4pm

Closed Monday & Friday