



2244 NW Bucklin Hill Road
Silverdale, WA 98383

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www.HousingKitsap.org

CHANGE OF CIRCUMSTANCES FORM

NOTICE: This Change of Circumstances (COC) form is used to report changes. Please attach verification of the change(s) you are reporting or this COC will be rejected. Incomplete and illegible COCs will be rejected. You remain rent responsible for your current rent portion pandemic until you are notified of a change to your rent portion.

HEAD OF HOUSEHOLD: _____
(Last) (First) (Middle Initial)

CO-HEAD OF HOUSEHOLD: _____
(Last) (First) (Middle Initial)

Address: _____

Home Ph# _____ Cell Ph# (Head) _____ Cell Ph# (Co-Head) _____

Email: _____ Checked Frequently: ☐ YES ☐ NO

☐ – My Income Changed: Explain all change(s) in detail: _____

☐ – My Household Composition Changed: Explain all change(s) or request(s) in detail: _____

☐ – My Allowable Deductions or Other Changes: Explain all change(s) or request(s) in detail: _____

☐ – Zero Income Certification (please complete the section below if it applies to your household); I certify there is no income received by any member of my household from any source. I certify the following adult household members have no income (income includes but is not limited to: wages, social security, unemployment, DSHS cash assistance, etc.);

PROVIDE TO DETERMINE ELIGIBILITY: Proof of income for everyone in the household: this includes pension, social security, if employed 2 paycheck stubs. AND Proof of loss income; confirmation of unemployment claim, letter from your employer.

Under the penalties of perjury, I declare that to the best of my knowledge, I have prepared this statement, and it is true, correct and complete. I also verify that all supporting verifications submitted with this statement are valid.

Signature of Head of Household

Date

Signature of Co-Head of Household / Spouse

Date



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Road, Silverdale, WA 98383.

**Please Note:**

When you report a change, you must also provide verification of the change. All verifications must be dated within two months (60 days) of the date you submit them. If documents are too old, we will request that you supply documents with a current date. A rent change will not be completed until all proper verifications have been received. If the family's share of rent is to decrease, the COC must be submitted by the 20th of the month to be effective the first of the following month. COC's submitted after the 20th will not be effective until the month after provided all verification documents are provided (i.e. if the change is reported April 25 then the decrease in rent will be effective June 1).

Examples of Verifications

Include but are not limited to;

Income:

- ✓ **New Income:** Letter from employer (must verify when employment began, hourly rate and average hours per week); Social Security or Supplemental Security Income [SSI] award letter; TANF / DSHS award letter; Child Support, DCS award letter; Annuities; Insurance Policy Payments; Worker's Compensation; Pensions; Disability Pay or Benefits; Retirement Fund Benefits; Unemployment Benefits; Death Benefits; Severance Pay; Veteran's Benefits; Alimony; Money or gifts regularly given by persons not living in the unit - this includes rent or utility payments regularly paid by someone on behalf of the household, but doesn't include recurring amounts paid directly to a child care provider, gifts of groceries, utility rebates paid to senior citizens, payments received for the care of foster children, or gifts received on a nonrecurring basis or any other sources of income
- ✓ **Loss of Income:** End of employment letter; end of Social Security; DSHS; Unemployment; etc.
- ✓ **Request to Add Household Member:** Birth certificate or birth announcement from hospital; court awarded custody; foster child custody letter; Social Security card, picture identification (adult);
 - For requests to add adult household members more forms will be needed (releases, etc.), you can request these forms from the Public Housing Manager or Property Manager.

Please remember: With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request Housing Kitsap approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child); The family must inform Housing Kitsap of the birth, adoption or court-awarded custody of a child within 10 business days.

- ✓ **Household Member Moves Out:** New lease of exiting household member or utility bill; letter from current landlord stating the household member moved out; official mail with the new address of the exiting household member; self-certification that the household member exited. If a household member ceases to reside in the unit, the family must inform Housing Kitsap within 10 business days. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.

Deductions:

- ✓ **Medical Expenses** – 12 months print out from providers and/or pharmacy's, verification showing your ongoing monthly expense, etc., verification of a one-time payment;
- ✓ **Childcare Expenses** - letter from childcare provider explaining child(ren) names, amount you pay out of pocket, etc.; be sure to supply the name and contact information for the childcare provider.