



**FAMILY COMPOSITION CHANGE FORM  
REMOVAL OF HOUSEHOLD MEMBER**

Date/Time Stamp:

Name of Head of Household: \_\_\_\_\_

Address: \_\_\_\_\_

- If a family member no longer resides in the unit, the family must notify LHAND within the following number of days from the date of the occurrence:
  - Federal HCV: 10 days
  - DHCD HCV: 15 business days
  - State PH, AHVP and MRVP: 30 days
- When a family member no longer resides in the unit, the family must provide verification.
- Verification includes, but is not limited to:
  - A Driver's License with the new address
  - A utility bill with the new address
  - A lease with the new address
  - A pay stub with the new address
  - Verification from a Nursing Home
  - A Death Certificate

|   | Name | Relationship | Move-Out Date | Reason |
|---|------|--------------|---------------|--------|
| 1 |      |              |               |        |
| 2 |      |              |               |        |
| 3 |      |              |               |        |
| 4 |      |              |               |        |

Forwarding Address #1: \_\_\_\_\_

Verification Method #1: \_\_\_\_\_

Forwarding Address #2: \_\_\_\_\_

Verification Method #2: \_\_\_\_\_

Forwarding Address #3: \_\_\_\_\_

Verification Method #3: \_\_\_\_\_

Forwarding Address #4: \_\_\_\_\_

Verification Method #4: \_\_\_\_\_

*I certify that the information given to the LHAND on the removal of the household member(s) is accurate. I understand that false statements or information are punishable under federal and state laws and are grounds for termination of housing assistance and termination of tenancy.*

Head of Household: \_\_\_\_\_  
Name and Signature Date

Reviewed by LHAND: \_\_\_\_\_  
Name and Signature Date

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Warning:** Title 18, Section 1001 of the U.S. Code provides, among other things that whoever knowingly and willfully makes or uses a document or writing containing false, fictitious or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than five years or both.