



**Neighborhood Services**  
**City of Tyler**  
 900 W. Gentry Pkwy.  
 Tyler, Texas 75702  
 Ph# (903) 531-1303 Fax# (903) 531-1333

**INTERIM: CHANGE OF HOUSEHOLD**

Name:
Head of Household:
SSN: ***-**-****
Phone #

I certify that the persons listed below are the **ONLY** occupants that reside or will reside at my residence, located at \_\_\_\_\_ . Family Phone #: \_\_\_\_\_

Name	Relationship	Name	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I would like to ( ) add ( ) remove the following members to my household (other verifications are required):

Name	Relationship	Additional Documents Needed:
_____	_____	( ) Birth Certificate ( ) Social Security Card
_____	_____	( ) Court Orders, CPS Placement Letter, or Notarized
_____	_____	Letter from Parent not in the household. (if minor
_____	_____	Child)

I understand that I must report any changes in family composition with proper verification within thirty (30) days of the change, and that failure to do so will be cause for termination of my housing assistance.

**ACKNOWLEDGEMENT STATEMENT:**

My name is \_\_\_\_\_, and I reside in \_\_\_\_\_ County, Texas. The following is certified to be true and correct:

I, \_\_\_\_\_ acknowledge that \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Under the penalty of perjury, I hereby certify under the penalty of perjury that the declarations I have made in this document is true and complete. I understand and acknowledge that any knowing or willful misrepresentations of the declarations (including submission of falsified supporting documentation to support my declarations) contained in this document may result in civil liability and/or criminal penalties, including but not limited to fine or imprisonment, or both under the provisions of Title 18 USC 1001, shall be fined not more than \$10,000 or imprisoned not more than 8 years or both.*

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature of Landlord **OR** Copy of Lease **OR** Letter from Landlord

\_\_\_\_\_  
Printed Name of Owner/ Owner Representative