

Tenant Information Coversheet

Instructions: Use this form as a coversheet for all Section 8 documents you submit. You can also use this form to alert your worker to any changes to your case. **All changes to your case must be reported within 14 calendar days.** Please include written verification for every reported change.

Identifying Information	
Head of Household:	Address:
Phone Number:	

Reason for Submitting Verification (check one)
<input type="checkbox"/> I am reporting a change (fill out the form below)
<input type="checkbox"/> I am submitting a document my Housing Specialist requested (skip to certification)

Change Form (check only what changed and attach verification for every change)			
Effective Date of Change: _____			
Income Changes			
<input type="checkbox"/> Started Work	<input type="checkbox"/> Stopped Work	<input type="checkbox"/> Decrease of Hours/Pay	<input type="checkbox"/> Increase of Hours/Pay
Name of Former Employer: _____ _____		Name of New Employer: _____ _____	
<input type="checkbox"/> Unemployment Payments	<input type="checkbox"/> Disability/Workers Comp	<input type="checkbox"/> Social Security/SSI	
<input type="checkbox"/> TANF/Cash Aid	<input type="checkbox"/> Child Support	<input type="checkbox"/> Other Income (explain in notes)	

Household Changes
<input type="checkbox"/> Request to Add Household Member (name): _____
<input type="checkbox"/> Remove Household Member (name): _____
Notes

Certification
I certify that the information I have provided above and attached to this form is true and complete.
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>