Housing Authority of the City of Vallejo
200 Georgia St., Vallejo, CA 94590
Phone (707) 648-4507 Fax (707) 648-5249

REMOVE HOUSEHOLD MEMBER
FROM THE FAMILY COMPOSITION

REMOVING MEMBERS FROM YOUR HOUSEHOLD WITH VERIFICATION

1. The head of household must complete and sign the PERSONAL DECLARATION and FAMILY AUTHORIZATION.

2. You must provide verification that the adult member is out of the household. This is a written statement from adult member and proof member is living somewhere else. This can be done by providing verification of an address change on **California driver's license** or **California ID**, or by providing a **copy of a rental agreement** from the new location.

3. **ADJUSTMENT(S) WLL BE MADE AFTER ALL THE REQUIRED VERIFICATIONS ARE RECEIVED.**

REMOVING MEMBERS FROM YOUR HOUSEHOLD WITHOUT VERIFICATION

1. The head of household **MUST** complete and sign the PERSONAL DECLARATION and FAMILY AUTHORIZATION FORMS.

2. If you are not able to provide proof that the adult members are no longer living in the assisted unit, the family member AND their income **WILL REMAIN** on your lease for 90 days.

3. Adjustment to remove member will be processed **AFTER** the 90 day waiting period.

REMOVING ADULT STUDENTS ATTENDING [COLLEGE, VOCATIONAL, TRADE SCHOOL]

1. The head of household **MUST** complete and sign the PERSONAL DECLARATION and FAMILY AUTHORIZATION FORMS.

2. Students who are expected to be away at school for (6) months or more are considered permanently absent and **MUST** be removed from the household. Head of household must provide an official verification of school registration from registrar's office. (On-line registration forms are **NOT** accepted).

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HUD Regulations 24 CFR 982.551 Obligations of participant

Purpose. This section states the obligations of a participant family under the program.

Supplying required information

- The family must supply any information requested by the Housing Authority or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
- Any information supplied by the family must be true and complete.

Absence from unit

- The family must supply any information or certification requested by the Housing Authority to verify that the family is living in the unit, or relating to family absence from the unit, including any Housing Authority requested information or certification on the purposes of family's absences. The family must cooperate with the Housing Authority for this purpose.

- The family must promptly notify the Housing Authority of absence from the unit of more than two weeks.

Use and occupancy of unit

- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

- The Housing Authority must approve the composition of the assisted family residing in the unit. The family must promptly inform the Housing Authority of the birth, adoption or court-awarded custody of a child. The family must request Housing Authority approval to add any other family member as an occupant of the unit. No other person may reside in the unit except those approved by the Housing Authority and the landlord.

- The family must promptly notify the Housing Authority if any family member no longer resides in the unit.