



Housing Authority of the City of Decatur, Georgia

750 Commerce Drive ▪ Suite 400 ▪ Decatur, Georgia 30030
404-270-2100 ▪ Fax 404-270-2122
TTD/TTY 1-800-545-1833 Ext 852
www.decaturhousing.org

CHANGE OF HOUSEHOLD INCOME

Date: _____

Head of Household's Name: _____
Print Legibly

Address: _____ City/State/Zip: _____

Phone: _____ Email Address: _____

Household member reporting income change: _____
Print Name

Income Increase

Income Decrease

Started Working

I am reporting a change in:

Employment ____

Social Security/SSI ____

VA Pension ____

Child Support ____

Unemployment ____

Medical Expenses ____

Employment Separation ____

Pension/Retirement ____

Other ____

Families are required to report changes of household income **within ten (10) days of the change**. For the change(s) to be processed, you **must** provide verification of the income change(s) you are reporting. You must provide the applicable documentation:

- Three-six (3-6) paystubs or a letter from the employer on company letterhead or an employment verification form if your employment income has changed or you started working.
- Separation notice or letter on company letterhead from employer if no longer working.
- Social security award letter if your social security/SSI benefits have changed.
- Benefit letter from DFCS if TANF benefits have changed.
- **Notarized** contribution letter from the person(s) giving you money or regularly paying your bills/expenses.
- VA award letter if pension or disability amount has changed.
- Letter from company or agency if pension/retirement amount has changed.
- For other income, submit documentation showing the increase or decrease.
- If you have zero income, please complete a Zero Income Form.

I certify that the information provided above is true and complete. I understand that misrepresentation of my family's income to Decatur Housing Authority is considered fraud and is cause for termination of my housing assistance.

Head of Household's Signature

Date

9/26/2019

An Equal Opportunity Employer