

Una versión en Español de este documento está disponible en su Oficina de Gestión, en la Oficina Central del CHA o en la página web de CHA: www.cambridge-housing.org  
 Yon vèsyon Kreyòl Ayisyen pou dokiman enpòtan sa-a disponib nan Biwo Administrasyon-a, nan Biwo Santral CHA, epi nan sit intènèt CHA: www.cambridge-housing.org.  
 A versão em Português deste documento está a sua disposição no seu Escritório de Gerencia, no Local Central de Gerencia do CHA, e no Website do CHA: www.cambridge-housing.org

**FAMILY COMPOSITION CHANGE REQUEST: ADDITION OF HOUSEHOLD MEMBER(S)**

Date: \_\_\_\_\_  
 Head of Household Name: \_\_\_\_\_  
 Head of Household Address: \_\_\_\_\_

**TO BE COMPLETED BY HEAD OF HOUSEHOLD**

- The composition of the assisted household must be approved by CHA.
- The household must inform CHA of the birth, adoption or court-awarded custody of a child within thirty days from the occurrence of the event (attach copies of the birth certificate, adoption and/or court papers)
- Other than birth, adoption, or court awarded custody of a child the household must request CHA approval to add any other household member as an occupant of the unit.

- Birth:** Name: \_\_\_\_\_
- Adoption:** Name: \_\_\_\_\_
- Court Awarded Custody:** Name: \_\_\_\_\_
- Marriage:** Name: \_\_\_\_\_
- Other:** Name: \_\_\_\_\_

Reason for Request to add Household Member: \_\_\_\_\_  
 \_\_\_\_\_

Head of Household Signature	Date	CHA Staff Signature	Date
		CHA Staff Name	Title

**TO BE COMPLETED BY CHA STAFF**

- Approved       Disapproved

Reviewed by CHA: \_\_\_\_\_

CHA Staff Signature	Date
CHA Staff Name	Title

Reason for Disapproval: \_\_\_\_\_

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

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.**

**FOR CHA USE ONLY**

- CORI Check       Credit Check       Citizenship Check

