

INSTRUCTIONS ON HOW TO PROPERLY REPORT A CHANGE

1. Complete this form entirely, leave no blanks.
2. All changes must be submitted **in writing** within 10 days of the change happening. *For example, someone must report they've been hired for a job within 10 days after being hired.*
3. Changes must be submitted with all documentation necessary to make the change.
 - a. If this is an addition of income, we will need a letter from the employer which states how many hours a week you work and what your hourly wage is, current benefit award letters for SSI, SSD, SSP, Unemployment determination, Worker's Compensation etc.
 - b. If this is a loss of income, we will need a termination letter directly from the company
 - c. If this is an addition to household, please submit copies of birth certificates, social security cards, photo ID's, bank verification, and income verification for any individual being added. (Please also contact your case worker for an addition to lease packet)
 - d. If this is a removal of an individual from household, please submit this form and contact your case worker for the additional forms you will need to fill out.
4. Turn everything in before the 15th of the month to ensure a change can be made for the following month. Changes turned in after the 15th may be delayed an additional 30 days if information is missing (this includes a completed and properly filled out change form)
5. Once a change has been completed, you will receive a Lease Amendment in the mail from us as proof that you reported the change. If you do not receive a copy from us within 14 days, contact the office to make certain we received the form. If you do not receive a copy back in the mail, **ASSUME WE HAVE NOT RECEIVED YOUR FORM!**

Amsterdam Housing Authority's policy for reporting changes:

- Participants must report changes **in writing** within 10 days of the change happening, failure to abide by this rule will result in the forfeiture of a 30-day notice of increase in rent.
- **ALL** changes must be reported in writing.
- Failure to report changes **in writing** within 10 days may result in the overpayment of the tenant's subsidy that will be owed by the tenant to the Amsterdam Housing Authority, and you will be put on a repayment plan.
- Requests for additions to household **must** be approved prior to allowing anyone to reside in your unit.
- If an increase in household income is submitted late then it will be added to the household for the 1st of the following month after the documents were submitted. *For example, if someone got hired on January 1st, but they did not report it until February 15th, then it would go into effect for March 1, 2023.*
- Income decreases must be **REPORTED AND VERIFIED** by the 20th of the month in order for a rent decrease to take place for the following month. Failure to properly report changes will result in no change to tenant portion of rent until properly verified.

FAILURE TO ABIDE BY PROGRAM RULES AND REGULATIONS MAY DIRECTLY RESULT IN THE TERMINATION OF YOUR RENTAL ASSISTANCE.

If you have any questions or concerns about the form or on how to report a change, please contact your caseworker.

Section 8 Department Manager:

Clifford Chaverri: (518) 842-2907 ext.: 1011 OR cchaverri@amsterdamhousingauthority.org

Section 8 Case Workers:

Farah Abud: (518) 842-2907 ext.: 1000 OR fabud@amsterdamhousingauthority.org

Laura Reyes: (518) 842-2907 ext.: 1012 OR lreyes@amsterdamhousingauthority.org

CHANGE OF INFORMATION FORM

AMSTERDAM HOUSING AUTHORITY
SECTION 8 RENTAL ASSISTANCE OFFICE
52 Division Street • Amsterdam, NY 12010
P: (518) 842-2907

Housing Authority Use Only

Initials

Head of Household Name: _____ Current Contact Number: _____

Current Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Please check one of the boxes below that describes the change you are reporting.

- I am an applicant and want to report a change in address and/or contact number.
- I would like to request an extension on my voucher.
- There has been a change in my family's income. (Please submit all income change verification)
- There has been a change in my family's composition. (Please submit all information for the new individual being added)
- I would like to withdraw my request to move/port out.
- There has been a change in household not listed above.

On the lines below, please describe in detail what has changed. If you are an applicant and reporting a change of address, please list your old and new address and make sure to provide us with your updated telephone number.

Head of Household Signature: _____ Today's Date: _____

WARNING: Title 18, Section 1001 of the United States code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States, including the Department of Housing and Urban Development: shall be fined under this title, imprisoned not more than 5 years.

**Return this completed form back to the Section 8 office via the 24-hour drop box, email, mail, or the tenant portal.
Please review the back of this form for instructions on how to complete a change with this office.**

IF YOU RESIDE AT THE WOODROW WILSON TOWNHOMES, PLEASE DO NOT TURN YOUR PAPERWORK INTO THE WOODROW OFFICE, PLEASE SUBMIT IT DIRECTLY TO THE SECTION 8 OFFICE.