



10-DAY CHANGE FORM

FORM MUST BE MAILED OR HAND DELIVERED

Date: _____ Name: _____

Address: _____

Phone Number: _____ Email: _____

CHANGES TO FAMILY RENT **WILL NOT BE PROCESSED UNTIL THIRD PARTY VERIFICATION OF ALL FAMILY INCOME AND COMPOSITION IS VERIFIED.**

- Change forms must be submitted by the 20th of the month to be effective for the next month
- Attach the required documents to this form
- Place your initials next to each line verifying that the documentation is attached.

NEW/ADDITIONAL EMPLOYMENT: I have attached a letter from my new employer on company letterhead stating the date of hire and/or a copy of my first pay check. _____ (**Complete Employment Verification Form**)

TERMINATION OF EMPLOYMENT: I have attached a letter from my employer on company letterhead stating the date employment ended. _____ (**Complete Employment Verification Form**)

DECREASE IN WAGES: I have attached a letter from my employer on company letterhead stating the date and amount of the reduction in wage and/or copy of my reduced paycheck. _____ (**Complete Employment Verification Form**)

INCREASE INCOME/WAGES: I have attached a copy of my paycheck reflecting my increased wage. _____ (**Complete Employment or Fixed Income Verification Form**)

UNEMPLOYMENT BENEFITS: I have attached a letter from the Texas Workforce Commission. _____

CHILD SUPPORT: I have attached printout from the Child Support Office showing payments made for the last six months. _____ (**Complete Fix Income Verification Form**)

CHILD CARE: I have attached a notarized statement from my childcare provider or receipt my childcare center stating: a) number of hours per week child is being cared for and b) weekly rate of care. _____ (**Complete Child Care Verification Form**)

ZERO INCOME: I have attached and completed a Non-Income Affidavit.

ADDING A CHILD

I have attached copies of the birth certificate, social security card, guardianship papers, other court papers

ADDING AN ADULT: MUST CONTACT COUNSELOR

REMOVING A CHILD/ADULT: I have attached three of the following documents showing person lives elsewhere: signed lease, utility/other bills, pay stubs, court papers, or statements from other governments/social service agencies. _____