



PorchLight – Community Services of Seattle Housing Authority
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SHA-PL 385: Change of Income or Household Conditions

Important: Income and household changes must be reported within 10 days of the change. If you report changes late or not at all, you could owe SHA money or risk losing your housing assistance.

Please check a box below:

- I am reporting an increase in household income
- I am reporting a decrease in household income
- I wish to add household member(s)
- I wish to report a decrease in household members
- Other (please specify: _____)

1. Head of Household Name (Last, First, Middle)	2. Social Security Number
3. Address	4. Home Telephone Number Same <input type="checkbox"/> Change <input type="checkbox"/> New <input type="checkbox"/>

Instructions: Complete ONLY those sections that are necessary to tell us how your household's conditions have changed. Please print clearly and provide a response for all of the numbered items in the section(s) you fill out.

Part 1: Employment

1. Household Member Name		2. Effective Date of Change	
3. Check one box <input type="checkbox"/> Began working <input type="checkbox"/> Changed Employment <input type="checkbox"/> Wage increase <input type="checkbox"/> No longer working <input type="checkbox"/> Other change of employment (describe)			
4. I am self-employed (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name?			
5. Employer/Company		6. Supervisor/Contact	
8. Employer Address		7. Telephone	
9. Wage rate or salary amount \$		Per (check one) <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month	
10. Number of straight time hours normally worked per pay period:		10. Number of overtime hours normally worked per pay period:	

Part 2: Employment Security (Unemployment) and Labor & Industries *No additional forms or verification needed*

1. Household Member Name		2. Effective Date of Change	
3. Check only one box for this report <input type="checkbox"/> Receiving Unemployment <input type="checkbox"/> No longer receiving Unemployment <input type="checkbox"/> Began Labor & Industries (L&I) payments <input type="checkbox"/> No longer receiving L&I payments			
4. Amount of Payment (including zero dollars if no longer receiving payments) \$			
5. Number of months of eligibility			

Part 3: Department of Social and Health Services (TANF/GAU/Supplemental SSI) *No additional forms needed*

1. Household member name		2. Effective Date of Change	
3. Check only one box : <input type="checkbox"/> This household member is receiving TANF/GAU/SSI <input type="checkbox"/> This household member is no longer receiving TANF/GAU/SSI			
4. Amount of Payment \$			

Part 4: Social Security and Supplemental Security Income (SSI) *Provide a statement from Social Security with amount*

1. Household member name	2. Effective Date of Change	3. Social Security Number
4. Change applies to (check one) <input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security Income (SSI)		
5. Amount of Payment (put zero dollars if no longer receiving payments) \$		
6. Amount shown is a(n) <input type="checkbox"/> Increase <input type="checkbox"/> Decrease from the amount reported previously.		

Part 5: Income from Annuities and Pensions *Please provide current statement from financial institution or source of income*

1. Household member name	2. Effective Date of Change	3. Account Number
3. Amount of Payment (including zero dollars if no longer receiving payments) \$		
4. Amount shown is a(n) <input type="checkbox"/> Increase <input type="checkbox"/> Decrease from the amount reported previously.		

Part 6: Zero or Other Income *If you are reporting that you have no income, complete form SHA-129 PL, Zero Income Affidavit*

1. Effective Date of Change		
2. Description of income change		
3. Amount (including zero dollars if claiming zero income) \$ per (check one) <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Other (describe above)		

Part 7: Child Care *Provide a statement from the provider that includes any subsidy amounts and co-pays if applicable*

1. Effective Date of Change	2. Amount of payment \$ per <input type="checkbox"/> Week <input type="checkbox"/> Month
3. Name of Provider	4. Telephone
5. Provider Address City, State Zip	

Part 8: Household Composition (adding or removing household members) *See instructions below*

New household members may not move in until they are approved by both the landlord and by the Seattle Housing Authority. Failure to follow this rule may result in termination from the program.

Requesting an addition to the household:

1. Provide a copy of social security card and valid driver's license or state picture ID. For children under 18, provide a copy of a birth certificate.
2. Include "Request for Addition of Adult to Family and Verification of Suitability" form
3. Include "Release of Information" form (HUD 9886).

Removing a member from the household: Provide verification of the household member's new address, such as a utility bill showing name and address.

1. Proposed date of change	2. I wish to <input type="checkbox"/> Add <input type="checkbox"/> Remove a member from my household (check one)	
3. Name of member		4. Social Security No.
5. Date of birth	6. Place of birth	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
8. Race/ Ethnicity		9. Relationship to Head of Household
1. Proposed date of change	2. I wish to <input type="checkbox"/> Add <input type="checkbox"/> Remove a member from my household (check one)	
3. Name of member		4. Social Security No.
5. Date of birth	6. Place of birth	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
8. Race/Ethnicity		9. Relationship to Head of Household

I, _____ (**print name**) hereby authorize the Seattle Housing Authority to verify the information provided by me on this form. I understand that such verification may include contacting any or all appropriate employers, governmental agencies or individuals as identified on this form. This authorization is valid for a period of 90 days from the date indicated below.

Signed _____ Dated _____