



## Housing Choice Voucher Program

**Address** PO Box 19028  
190 Queen Anne Ave N  
Seattle, WA 98109-1028  
**Telephone** 206-239-1728  
**FAX** 206-239-1770  
**TDD** 1-800-833-6388  
**Website** www.seattlehousing.org

### Request to Add a Household Member

Anyone you list as a household member must use the subsidized unit as their primary residence (at least 51% of the time). All adults must have an acceptable criminal background, cannot owe any housing authority money, and, if s/he previously participated in a federally-subsidized housing program, must have acceptable compliance history. All adult additions must be approved in writing by your landlord and by Seattle Housing before the additional person can move in.

Head of household \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_  
Addition's name \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

#### Step 1: Landlord Permission (for adult additions only)

I agree to the addition of this person to the current lease I have with the above-named Voucher-holder.

Landlord name \_\_\_\_\_ Phone number \_\_\_\_\_  
Landlord signature \_\_\_\_\_ Date \_\_\_\_\_

#### Step 2: Requested Addition's Information

Relation to head of household \_\_\_\_\_ Date of birth \_\_\_\_\_ ☐ Male ☐ Female

Are you disabled? ☐ Yes ☐ No Race/ethnicity \_\_\_\_\_ ☐ Hispanic ☐ Not Hispanic

List all income received and attach 60 days' worth of verification (for example, paystubs or letter):

Type \_\_\_\_\_ Source \_\_\_\_\_ Monthly amount \$ \_\_\_\_\_  
Type \_\_\_\_\_ Source \_\_\_\_\_ Monthly amount \$ \_\_\_\_\_

List all assets held or owned and attach 60 days' worth of verification (for example, bank or account statements):

Type \_\_\_\_\_ Financial institution \_\_\_\_\_ Current value \$ \_\_\_\_\_  
Type \_\_\_\_\_ Financial institution \_\_\_\_\_ Current value \$ \_\_\_\_\_

Are you a student? ☐ Yes ☐ No If yes, attach verification of enrollment status, tuition, and financial aid.

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_

#### Step 3: Required Attachments

For all additions:

- ☐ Legal ID (such as driver's license for adults or birth certificate for minors)
- ☐ Original Social Security number verification
- ☐ Declaration of Citizenship or Immigration Status
- ☐ Non-citizens: Original Homeland Security I-551 or annotated I-94
- ☐ Income, asset, and student (if applicable) verification

Additional forms for adult additions:

- ☐ Seattle Housing Release of Information
- ☐ Debts Owed and Terminations (52675)

I certify the above information is true and the additional household member will reside in the subsidized unit at least 51% of the time.  
I acknowledge that falsifying or manipulating information may result in denial or termination from the Voucher program.

Head of household's signature \_\_\_\_\_ Date \_\_\_\_\_  
Addition's signature (if an adult) \_\_\_\_\_ Date \_\_\_\_\_

Seattle Housing use	Recommend <input type="checkbox"/> Yes <input type="checkbox"/> No	Background check <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cert. Spec. initials/date _____	Supervisor initials /date _____	