



**Seattle Housing Authority**

101 Elliott Ave W, Suite 100  
Seattle, WA 98119-4293

206.615.3300  
seattlehousing.org

## REPORTING OBLIGATIONS

Seattle Housing Authority has calculated your bedroom size and rent portions based on the verifications obtained at your admission to Seattle Housing Authority's Housing Choice Voucher (HCV) Program. The bedroom size and rent portions will change as the income and circumstances of your entire household change.

From the date you apply for the HCV program you must begin reporting to Seattle Housing Authority any income or circumstance change for anyone in your household within 10 business days of the change. Seattle Housing Authority must receive the change in writing at our office no later than 5:00pm on 10<sup>th</sup> business day from the date of the change.

Failure to report a change in writing within the specified timeframe and/or failure to supply additional information requested from you as a result of a change may result in the termination of your participation in the HCV Program.

Signature \_\_\_\_\_

Date \_\_\_\_\_