



Housing Choice Voucher Program

190 Queen Anne Ave N
PO Box 19028
Seattle, WA 98109

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1.800.833.6388 (TTY)
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 check, cannot owe money to any housing authority, and, if they 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 Authority before the additional person can move in.

Head of household _____ Last 4 digits of SSN _____
Addition's name _____ Last 4 digits of SSN _____
Email Address _____ Mobile Phone _____

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 \$ _____

Are your total household assets \$50,000 or more? ☐ Yes ☐ No
If Yes, attach verification of the most recent 60 days for all assets.

Are you a student? ☐ Yes ☐ No If yes, attach verification of enrollment status

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 ☐ Yes ☐ No
Cert. Spec. initials/date _____

Background check ☐ Yes ☐ No
Supervisor initials /date _____

Approval ☐ Yes ☐ No