

BRUCE A. BLAKEMAN
NASSAU COUNTY EXECUTIVE



KENNETHA A. PETTUS
DIRECTOR OF HOUSING

COUNTY OF NASSAU
OFFICE OF HOUSING
40 MAIN STREET – FIRST FLOOR – SUITE C
HEMPSTEAD, NEW YORK 11550
(516) 572-1900 FAX (516)572-2790

NOTIFICATION OF HOUSEHOLD MEMBER MOVE-OUT

Please complete this form and submit it to your Housing Specialist if any household member(s) move out of your housing unit. You **MUST** supply documentation of where this person is living which will be reviewed for approval by this office as per our Family Composition Change Policy.

Head of Household:	Date:
Address:	Telephone #
	City/State/Zip

I would like to request that the following person is removed from my household:

Name of household member moving from unit:
Date leaving unit:
Telephone #

**NO CHANGE TO YOUR HOUSEHOLD WILL BE COMPLETED
WITHOUT ACCEPTABLE DOCUMENTATION**

(SIGNATURE) Head of Household

Date



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FAMILY COMPOSITION CHANGE POLICY

In order to request an interim adjustment to your rent portion/family composition, you must complete the required form and return it with the required documentation – within ten (10) business days of the change or prior to moving an additional adult to the household. **Failure to report a change in household composition may require you to repay money to OHCD.**

The following is a list of the required documents needed to process your interim. Failure to provide this documentation will result in a delay of the interim rent adjustment.

ADD MINOR

- Social Security Card
- Birth Certificate
- Court Awarded Custody Documents, if applicable (must verify that child will reside with you at least 51% of the time.

ADD ADULT

- Statement from landlord approving the addition of this adult to the unit:
- Social Security Card
- Birth Certificate
- Valid picture ID
- Documentation of income (last 6 pay stubs; current award letters; current benefit statements)
- Asset information (bank statements, etc.)
- "Addition to Household" form with signed release (criminal background check and sex offender registry check will be completed on all adults.

REMOVE FAMILY MEMBER

- Completed "Family Member Move Out Form"
- Proof of new address for the family member leaving the household
Examples of proof may include one or more of the following (subject to OHCD approval).
 - Lease/Copy of utility bill with new address
 - Voter registration card
 - Copy of credit report – see <http://www.consumer.ftc.gov/articles/0155-free-credit-reports>
 - Driver's License

PLEASE NOTE:

We cannot issue a larger voucher due to additions of family members other than by **birth, adoption, marriage or court-awarded custody**. A larger voucher will not be issued due to additions of adult offspring, other adult family members (except by marriage/domestic partnership) or roommates. Your request cannot be approved if there is not at least one bedroom per two persons as per HUD Housing Quality Standards. Requests based on health-related reasons must be verified by a licensed medical professional as a reasonable accommodation.