

RESIDENT CHANGE OF INFORMATION FORM
PLEASE READ THE INSTRUCTIONS CAREFULLY

This form must be completely filled out. Bellevue Housing will not be responsible for changes made by phone. For your convenience it may be dropped off during office hours, mailed, faxed to 402-734-4358, emailed to admin@sarpyhousing.org or after hours left in our secure drop box on the East side of the building.

For employer and daycare changes, please provide the complete name ,address, and zip code as well as name(s) of children in daycare. For SSI changes please provide a copy of the SS award letter.

IF THIS CHANGE IS DUE TO THE LOSS OF EMPLOYMENT CAUSED BY THE COVID-19 (CORONAVIRUS) PLEASE FILL OUT THE FRONT PAGE AND PAGE 3.

This section MUST be filled out completely.

Head of Household _____
 Address _____
 Street Apt# City State Zip
 Social Security # _____
Phone # _____
Email Address: _____

Fill out this section(s) related to your change completely.

Change in employment: (check reason for change)

- New Job Job Ended Job Layoff Change in hours or wages Covid -19 Layoff

Current employer: Employee _____ Employer _____ Address _____ City/State/Zip _____ Pay Rate _____ Hours/week _____ Date of Change _____	New employer: Employee _____ Employer _____ Address _____ City/State/Zip _____ Pay Rate _____ Hours/week _____ Date of Change _____
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Change in Child Support:

County _____ Child Affected _____
Start Date _____ End Date _____ Amount _____

Change in ADC/TANF:

Start Date _____ End Date _____ Amount _____

Change in SSI/ SS / VA Benefits, etc:

Start Date _____ End Date _____ Amount _____

Change in Child Care Provider or Expenses:

Provider's Name _____ Telephone # _____
Address _____
Childs name _____ Amount _____

Adding or Removing Family Member(s): They will not be added or removed until we have all documentation.

ADDING:

Name _____
Provide: Birth certificate, Social Security card
Picture ID and Signed Release forms

REMOVING:

Name _____
Provide: Copy of new lease, New Utility bill
Note: 18+ old person must come in to remove self

OTHER CHANGES OR INFORMATION PERTAINING TO CHANGE:

I certify that the information given to BELLEVUE HOUSING AGENCY on household composition, income, net family assets, and allowance and deductions is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under FEDERAL LAW. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Your Signature _____ Date _____

- LOSS OF JOB DUE TO COVID-19 (CORONAVIRUS)
- LOSS OF CHILD CARE DUE TO COVID-19 (CORONAVIRUS)
- LOSS OF CHILD SUPPORT DUE TO COVID-19 (CORONAVIRUS)

EXPLANATION OF CIRCUMSTANCES:

TIME FRAME OF LAYOFF, IF KNOWN:

End Date _____ Resume Date _____

Due to these unforeseen circumstances, changes will be made immediately.
Once your job has resumed please fill out another change form.

There will not be a 30-day notice of increase sent once income resumes.

For any questions please email section8@sarpyhousing.org

If you need help with any resources please email Monica at Monica@sarpyhousing.org

I certify that the change(s) that I am making due to the Covid-19 Pandemic and are correct and true to the best of my knowledge. I will keep BELLEVUE HOUSING AGENCY updated on any changes that happen. I also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Your Signature _____ Date _____