



Topeka Housing Authority

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Topeka, KS 66607-1444
Phone (785) 357-8842 FAX (785) 357-2648

Staff Use Only
Verification(s) sent

COVERSHEET - CHANGE IN INCOME OR HOUSEHOLD MEMBERS

Section 8 _____ Public Housing _____ Mainstream _____ VASH _____ FSS _____

Head of Household Name: _____

Today's Date: _____

Attach all paper work that pertains to the change. This includes any of the following:

- SRS letter (TAF, FS, Child Care)
- Unemployment
- SS/SSI/SSDI Benefit Letter
- Offer of Employment Letter
- Termination Letter
- Paycheck stub(s)
- To Add Child/ren Need:
 - Birth certificate/announcement
 - SS card
 - Custody documents
- To Remove Household Member Need:
 - Copy of New Lease
 - Copy of utility bill showing new address
 - Statement from Landlord

I am reporting the following change(s): (Check all that apply)

- _____ Increase in income as of _____ (date)
- _____ Decrease in income as of _____ (date)
- _____ Change in family members as of _____ (date)
- _____ Change in child care or medical expenses as of _____ (date)
- _____ Add child or remove adult as of _____ (date)

Give a brief description of your change: (i.e., for employment, give name of employer and start or termination date, adding or removing child, etc.)

FILL OUT ALL FORMS THAT APPLY TO THE CHANGE FOR YOUR HOUSEHOLD AND ATTACH YOUR DOCUMENTS OR YOU MAY BE REQUIRED TO ATTEND AN APPOINTMENT AT A LATER DATE.