



# THE TOPEKA HOUSING AUTHORITY

2010 SE California Ave. ■ Topeka, KS 66607

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## PLEASE STOP AND READ!

**If you have a Section 8 voucher or are currently receiving Section 8 housing assistance from Topeka Housing Authority:**

- Any change in Income or Household Members must be reported in writing within 30 days of the change.\* Changes may be reported by mail, fax, in person or in an email attachment . If you report by email please include "Section 8 Change" in the subject line. Changes reported by phone will not be accepted.

**When you report a change of income or household members, all documents related to the change must be signed and submitted.**

1. Coversheet - Change in Income or Household Members (*no signature required*)
2. Tenant Declaration (*signed by all adults in the household*)
3. Applicant/Tenant Certification (*signed by all adults in the household*)
4. Authorization to Release Information (*submit a separate form for each adult*)
5. Documents Related to the Reported Change (*see Coversheet for specifics*)
  - a Employment Verification
  - b Termination of Employment Verification
  - c Unemployment Benefits Verification
  - d Human Services Grant Verification
  - e Other documents (*as listed on the Coversheet*)

**Incomplete returns will not be accepted.** The material you submit must be complete and all related documents must be signed and submitted before your change takes effect. If the change is a decrease of income, it must be submitted by the 25th of the month to be effective for the following month.

**Reporting a change may require an appointment before the change becomes effective.**

**FAILURE TO REPORT CHANGES IN WRITING WITHIN 30 DAYS OF THE CHANGE MAY BE CONSIDERED FRAUD AND COULD RESULT IN TERMINATION OF YOUR SECTION 8 VOUCHER OR HOUSING ASSISTANCE.**

*\*You do not need to report changes in income and household members if you are on the waiting list but have not yet received a Section 8 voucher or not currently receiving housing assistance from Topeka Housing Authority. Persons on the waiting list must provide information about any change of address.*

*Please keep this form for future reference.*

*Thank you.*