

HEAD OF HOUSE HOLD CHANGE

A request for a Head of Household Change must be approved by the Executive Director or his/her designee.

Proposed Head of Household:

1. Be listed on the household composition of the unit in question for 365 consecutive days prior to the date of requested change. (If the unit in question has been leased for fewer than 365 consecutive days at the time of the request to change the Head of Household, the proposed Head of Household must be on the original household composition.)
2. Be 21 years of age or older.
3. Provide proof from all utility providers showing account(s) are in his/her name, (if applicable)
4. The proposed head of household will be required to repay at \$300.00 security deposit in his/her name if the current head of household does not sign the transfer of security deposit form turning the deposit over. The \$300.00 security deposit that was paid by the current head of household or a third party provider will be refunded accordingly.
5. Submit current income verification from all sources for all persons in the household. An interim certification will be done effective the date all required information is submitted and forms signed.
6. Must enter into Low-Rent Tenant Lease in his/her name.
7. Sign the Acceptance of Unit Head of Household Change form accepting unit as is.
8. Agree to assume responsibility to pay all delinquent rent and utility bills (if applicable) that are outstanding from current head of household.
9. Agree to sign acceptance of all WHA policies and any and all riders to the WHA Tenant Lease.'

Current Head of Household Must Agree To:

1. Be responsible for the unit until all of the above proposed head of household changes have been completed.

2. Sign a relinquishment of unit from the day the new head of household change is effective.
3. If current head of household does not agree to sign over his/her security deposit number 4 of the proposed head of household change (above) will apply.