



Phone (503) 798-4170
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TDD 1-800-735-2900

TENANT HOUSEHOLD UPDATE REPORT

PLEASE PRINT CLEARLY AND COMPLETE ENTIRE FORM
(Illegible forms will not be processed)

HEAD OF HOUSEHOLD NAME _____ **SS#** _____

PHONE NUMBER(S) _____ **EMAIL** _____

Name of person filling out this form if not Head of Household _____

Signature _____ Date _____ FSS Participant: Yes No

CHANGE IN CONTACT INFORMATION

New Mailing Address _____

New Physical Address _____

New Email _____

New Phone Number _____ New Message/Cell Number _____

*****When requesting to add a family member to the household, you MUST provide the ORIGINAL Social Security Card, Picture ID, and Birth Certificate for MCHA to verify and copy.*****

CHANGE IN FAMILY COMPOSITION

Add Remove

Add Remove

Name _____

Name _____

SS# _____

SS# _____

Date Moved In/Out _____

Date Moved In/Out _____

Male/Female Citizen: Yes/No

Male/Female Citizen: Yes/No

Date of Birth _____

Date of Birth _____

Relationship _____

Relationship _____

Explain Why Change Occurred: _____

***REMEMBER - Your signed Family Obligations state: The family MUST request MCHA approval to add any other family member as an occupant of the unit in writing and PRIOR to the person moving into the unit.**

OTHER CHANGE(S)

Explain Changes _____

*****IF YOUR HOUSEHOLD CHANGES HAVE AFFECTED YOUR INCOME YOU MUST COMPLETE A TENANT INCOME UPDATE REPORT*****

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority office.

STATEMENT OF NONDISCRIMINATION

Marion County Housing Authority does not discriminate on the basis of race, color, sex, religion, familial status, age, disability, national origin (called "protected classes"), marital status, source of income, type of occupation, sexual orientation, gender identity or domestic partnership.

Office Use Only

Program: _____
Entered Data: _____
Scanned: _____
Other: _____
Case Manager: _____

This agency is an equal opportunity provider
2645 Portland Rd. NE, Suite 200, Salem, OR 97301

