

# RANDOLPH COUNTY HOUSING AUTHORITY

PO BOX 1579/1404 North Randolph Avenue, Elkins, WV 26241

PHONE (304) 636-6495 FAX (304) 636-6596

[rcha@rchawv.org](mailto:rcha@rchawv.org)

## PERSONAL DECLARATION FORM TO REPORT CHANGE IN INCOME

COMPLETE, SIGN, DATE  
AND RETURN BY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone

### Reported Change in income

- Decrease in Income - You must provide proof of reduction in income (i.e. check stubs, statement from employer, etc.)
- Loss of Income - You must provide proof of loss of income (i.e. termination notice, statement from employer, etc.)
- Increase in Income - You must provide proof of income (i.e. check stub, statement from employer, etc.)

I do hereby swear and attest that all of the information above about me is true and correct. I also understand that all changes in the income of any member of the household as well as any changes in the household members must be reported to the Housing Authority in WRITING IMMEDIATELY.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Date

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Signature of Other Adult

Date

Signature of Other Adult

Date

**WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.**

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You have been sent this form because you have reported a change in your household income.

Please mark which income change you are reporting and return the completed form along with the documentation requested. Please note the following about how and when your rent portion will change:

### If you are reporting a decrease in income or loss of income

If you report the decrease prior to the 20<sup>th</sup> of the month, the change will be effective the first of the following month. For example, if you report a decrease on January 15, your rent portion will be decreased effective February.

However, if you report the change after the 20<sup>th</sup>, your rent portion will not be decreased until month after next. For example, if you report a decrease on January 21, your rent portion will not be decreased until March.

### If you are reporting an increase in income

If the increase in income results in your portion of rent increasing less than \$25.00, and you report the change within the ten days allowed under the rules, and by the 20<sup>th</sup> of a month, the change will be applied the first of the following month. For example, if you report an increase in income on January 15, and the change in your portion of the rent would be \$24.00, the change would be effective February 1.

However, if you report the change within the ten days allowed under the rules, but after the 20<sup>th</sup> of the month OR the increase in your portion of the rent is \$25.00 or more, your rent portion will not be increased until the month after next. For example, if you report any

**Over**

increase on January 21, your rent portion will not be increased until March. –OR- If you report an increase on January 19, and your portion of the rent will increase by \$25.00, your rent portion will not be increased until March.

Please remember, all changes in income must be reported within 10 days. You **MUST RETURN THIS COMPLETED FORM NO LATER THAN THE DATE LISTED ABOVE**. Failure to report income changes in the time period provided is a violation of your family obligation and may result in you having to repay the housing authority for excess assistance provided and/or termination of rental assistance.

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