



City of Yuma  
Michael Morrissey  
Executive Director

# HOUSING AUTHORITY OF THE CITY OF YUMA

420 S. Madison Avenue - Yuma, Arizona 85364

## Reduction in Family Size and Request for Proof/Documentation of Family Member's New Address

Telephone (928) 782-3823

Fax (928) 343-2595

Date: \_\_\_\_\_

Head of Household: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

On \_\_\_\_\_ (DATE) You requested to remove a family member from your household.

Per Housing Authority policy and regulations, if a family member(s) who was formerly a member of the household is reported to be permanently absent, the following steps MUST be provided (in order to process your change):

- |   |
|---|
| <p>Step ❶ Family MUST Complete this Housing Form (Reduction in Family Size).<br/> Step ❷ Family MUST have the Owner/Landlord/Agent SIGN and DATE this Form.<br/> Step ❸ Family MUST provide PROOF/ HARD COPY DOCUMENTATION of the family member's NEW ADDRESS, such as but not limited to one of the following:</p> <p><input type="checkbox"/> A Lease (with new address),                      <input type="checkbox"/> Utility Bill (with new address),<br/> <input type="checkbox"/> Pay Stubs (with new address),                      <input type="checkbox"/> Picture ID (with new address),<br/> <input type="checkbox"/> Notarized Self-Declaration Statement<br/> From the Family Member who Moved.</p> |
|---|

**\*FAILURE TO PROVIDE REQUESTED INFORMATION WILL RESULT IN NO CHANGE\***

**You are required to complete the questions below, have your landlord/agent sign and provide the above-requested information, within TEN (10) days of this notice.**

- Name of family member(s) who moved \_\_\_\_\_
- What date did this person move? \_\_\_\_\_
- Where did they move to? \_\_\_\_\_

Street address	City / State	Zip Code
4. Will they be gone _____	Temporarily? _____	Permanently? _____

If temporarily absent, when will they return to your household?  
\_\_\_\_\_

- List below the persons remaining in your household.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the information contained herein is true and correct.**

\_\_\_\_\_  
**Signature Participant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Landlord**

\_\_\_\_\_  
**Date**