



Central Texas Council of Governments
Housing Assistance Division
2180 N. Main St. • PO Box 729 • Belton Texas 76513
254-770-2300 • 1-888-488-4911 • (Fax) 254-770-2329

REQUEST TO ADD NEW HOUSEHOLD MEMBER

CTCOG Housing Assistance Division must approve all new household members.
Your Landlord must be notified and must sign this form.

This form must be submitted to the CTCOG/Housing Assistance Division a minimum of 30 days before adding a new family member 18 years of age and older. Family members over the age of 18 must provide a copy of their Social Security Card, Picture ID and must sign this form. If you are adding family members under the age of 18, you must attach a copy of their Birth Certificate and Social Security Card to this request.

Acknowledgement of Household Members:

I understand that my eligibility for the Section 8 Housing Program is dependent on the results of a criminal background check. My signature below not only certifies that the information provided is correct but also authorizes CTCOG/Housing Assistance Division to conduct a background check including myself and all adult family members in my household.

PART I: TO BE COMPLETED BY THE HEAD OF THE HOUSEHOLD

Form fields for Part I: Head of Household (print), Social Security Number, Address, City/State, Zip Code, Phone Number, Email Address, Number of bedrooms, New Family Member Name, Social Security Number, Date of Birth, Place of Birth, Relationship to Head of Household, Signature of Head of Household, Date, Signature of New Family Member, Date, Signature of Landlord (if approved).

PART II: CENTRAL TEXAS HOUSING ASSISTANCE PROGRAM USE ONLY

Form fields for Part II: Approved, Denied, Reason for Denial, Comments, HOH notified: Via Fax, Via Email, Via Phone, Via Mail, In Person, Staff Signature, Date.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to knowingly and willfully falsify, conceal or cover up by any trick a material fact; make any materially false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry to any Department or Agency of the U.S. as to any matter within its jurisdiction.