



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 REMOVE A
HOUSEHOLD MEMBER

- Your Landlord must be notified of this change and must sign this form.
This form must be submitted to the Central Texas Council of Governments/ Housing Assistance Division when removing a family member.
You must notify our office within 10 days after the household member(s) moves out.
If the person moving out is age 18 or over and has income coming in to the household, verification of their new residence must be presented before we will remove him/her from the household. Please attach documentation to this form. (i.e. lease, new photo ID, etc.)

Acknowledgement of Household Member:

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

Head of Household (print)
Head of Household Social Security Number
Address
City/State Zip Code
Phone Number Email Address
Number of bedrooms in your unit
Name of Person to be Removed
Relationship to Head of Household
Signature of Person to be Removed
Signature of Head of Household Date
Signature of Landlord Date

PART II: CENTRAL TEXAS HOUSING ASSISTANCE PROGRAM USE ONLY

Approved Yes No
Comments
HOH notified:
Via Fax Via Email Via Mail
Tenant 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.