



Central Texas Council of Government Housing Assistance Division
 2180 North Main St., P.O. Box 729, Belton, TX 76513
 254-770-2300 * 1-888-488-4911 * (FAX) 254-770-2329

REQUEST TO REMOVE A HOUSEHOLD MEMBER

- This form must be submitted to the CTCOG/ Housing Division when removing a family member.
- You must notify our office within 30 days of when the household member moves out.
- If the person moving out is aged 18 or over and has income coming into the household, verification of their new residence must be presented before we remove him/her from the household. Please attach documentation to this packet. (Utility Bill in their name or a new lease)
- Your landlord must be notified of this change and must sign this form

Acknowledgement of Household Members: My signature certifies that the information provided is correct.

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: _____

Name of Person to be Removed: _____

Relationship to Head of the Household: _____

Signature of Head of the Household: _____ Date: _____

Signature of **Removed** Family Member: _____ Date: _____

Signature of Landlord (if approved): _____ Date: _____

CENTRAL TEXAS HOUSING ASSISTANCE PROGRAM USE ONLY

Approved Denied Reason for Denial: _____

Comments: _____

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.