



**DOCUMENTS FOR WEST ALLIS HOUSING DIVISION**

**DOCUMENTS ARE BEING PROVIDED FOR (MUST COMPLETE):**

- Annual Reexam
- Waitlist Response
- Change of Income
- Other: \_\_\_\_\_
- Mutual Lease Termination
- Request for Portability
- Request for Change in Family Composition

**HEAD OF HOUSEHOLD INFORMATION (MUST COMPLETE):**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**REPORTING A CHANGE IN HOUSEHOLD INCOME:**

I am reporting an:  Increase  Decrease \*Completed requests turned in on or before the 15th of the month will be effective the first day of the month following the month in which the change was reported. After the 15th of the month, the decrease will be effective on the first day of the second month following the month in which the change was reported. All supporting documents must be submitted in order to process any adjustment requests.

**REPORTING AN INCREASE:**

Family Member with Increase: \_\_\_\_\_  
 Source of Income: \_\_\_\_\_  
 Date Income Changed: \_\_\_\_\_

**REPORTING A DECREASE:**

Family Member with Decrease: \_\_\_\_\_  
 Income that is Decreasing: \_\_\_\_\_  
 Reason for Decrease: \_\_\_\_\_  
 Date Income Changed: \_\_\_\_\_

**SUPPORTING DOCUMENTS THAT MUST BE INCLUDED WITH YOUR REQUEST:**

<b>No Longer Employed:</b>	• Letter on company letterhead from employer verifying last date of employment	• Verification of <b>all</b> other household income and assets
<b>New Employer:</b>	• Three most recent consecutive paycheck stubs	• Verification of <b>all</b> other household income and assets
<b>Increase or Decrease in Wages:</b>	• Three most recent consecutive paycheck stubs	• Verification of <b>all</b> other household income and assets



**DO YOU HAVE ALL SUPPORTING DOCUMENTS TO INCLUDE WITH THIS REQUEST?**

**YES: Proceed to signature and date and submit**

**NO: Do not turn in this request until you have all supporting documents to include with it.**

**HEAD OF HOUSEHOLD SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REQUEST FOR CHANGE IN FAMILY COMPOSITION:**

I am requesting an:  Addition to Household  Removal of Household Member

Name: \_\_\_\_\_  
 Relation to Head of Household: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Gender: \_\_\_\_\_  
 Reason for this Change: \_\_\_\_\_

**SUPPORTING DOCUMENTS THAT MUST BE INCLUDED WITH YOUR REQUEST:**

<b>Addition to Household:</b>	• Social security card	• Driver's License/State ID for those 18 & up
	• Citizenship/Evidence of immigration status	• Letter/Notice from Landlord approving addition of new member(s)
	• Birth certificate	• Court documents (ex: marriage cert, guardianship)
	• Income and asset verifications	
<b>Removal of Household Member:</b>	• Letter/Notice from Landlord acknowledging that member being removed no longer resides in the unit.	• Proof of new residence address for the member being removed (lease agreement, Driver's License, utility bill)



**DO YOU HAVE ALL SUPPORTING DOCUMENTS TO INCLUDE WITH THIS REQUEST?**

**YES: Proceed to signature and date and submit**

**NO: Do not turn in this request until you have all supporting documents to include with it.**

**HEAD OF HOUSEHOLD SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REQUEST FOR PORTABILITY:**

I am hereby requesting to transfer my Voucher to:

Name of Housing Authority to be transferred to: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

*I therefore authorize the City of West Allis Housing Division to release my family composition and income documentation to the Housing Authority stated above. I understand that if I decide not to use this transfer, I must inform the City of West Allis in writing as soon as possible.*

HEAD OF HOUSEHOLD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



If you are submitting a Request For Portability, the Mutual Lease Termination Notice below must be completed as well or your request will not be processed.

**MUTUAL LEASE TERMINATION NOTICE:**

We, the undersigned Tenant and Owner/Registered Agent (RA), hereby mutually agree to terminate the lease for the residence located at \_\_\_\_\_, West Allis, WI 532\_\_\_\_.

The unit shall be vacated on the last day of \_\_\_\_\_, 20\_\_\_\_.

**TENANT**

Tenant Name (printed): \_\_\_\_\_  
Tenant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**OWNER/RA**

Owner/RA Name (printed): \_\_\_\_\_  
Owner/RA Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

***\*Both Tenant and Owner/RA signatures and date are required prior to submittal. A completed copy must be received by the City of West Allis Housing Division.***

**TENANT INSTRUCTIONS ON HOW TO MOVE WITH YOUR VOUCHER**

1. Check your lease to see when you can move. Is it a year lease or month to month? Also, check your lease to find out how many days notice you are required to give your landlord that you are moving. Is it 30 days, 60 days, etc. (Must be calendar days, i.e. 1<sup>st</sup> day of the month to end of the month). Are you restricted from moving out during certain months? (i.e. during winter)
2. You must provide your landlord with the Mutual Lease Termination Notice (available on this form)
3. You must return the completed Mutual Lease Termination Notice to the Housing Division. Failure to provide notice to the Housing Division may result in you losing your Rent Assistance.
4. After the Housing Division receives the Mutual Lease Termination Notice, your Voucher will be uploaded to your Assistance Check account and a packet containing moving instructions will be mailed to you.