



Seattle Housing Authority

101 Elliott Ave W, Suite 100
Seattle, WA 98119-4293

206.615.3300
seattlehousing.org

Request to Add a Household Member

Anyone you list as a household member must use the subsidized unit as their primary residence (at least 51% of the time). All adults must have an acceptable criminal background check, cannot owe money to any housing authority, and, if they previously participated in a federally-subsidized housing program, must have acceptable compliance history. All adult additions must be approved in writing by your landlord and by Seattle Housing Authority before the additional person can move in.

Head of household _____ Last 4 digits of SSN _____
Addition's name _____ Last 4 digits of SSN _____
Email Address _____ Mobile Phone _____

Step 1: Landlord Permission (for adult additions only)

I agree to the addition of this person to the current lease I have with the above-named Voucher-holder.
Landlord name _____ Phone number _____
Landlord signature _____ Date _____

Step 2: Requested Addition's Information

Relation to head of household _____ Date of birth _____ Male Female
Are you disabled? Yes No Race/ethnicity _____ Hispanic Not Hispanic
List all income received and attach 60 days' worth of verification (for example, paystubs or letter):
Type _____ Source _____ Monthly amount \$ _____
Type _____ Source _____ Monthly amount \$ _____
Are your total household assets \$50,000 or more? Yes No
If Yes, attach verification of the most recent 60 days for all assets.
Are you a student? Yes No If yes, attach verification of enrollment status
Have you ever been convicted of a felony? Yes No If yes, please explain: _____

Step 3: Required Attachments

For all additions:
 Legal ID (such as driver's license for adults or birth certificate for minors)
 Original Social Security number verification
 Declaration of Citizenship or Immigration Status
 Non-citizens: Original Homeland Security I-551 or annotated I-94
 Income, asset, and student (if applicable) verification
Additional forms for adult additions:
 Seattle Housing Release of Information
 Debts Owed and Terminations (52675)

I certify the above information is true and the additional household member will reside in the subsidized unit at least 51% of the time. I acknowledge that falsifying or manipulating information may result in denial or termination from the Voucher program.

Head of household's signature _____ Date _____
Addition's signature (if an adult) _____ Date _____

Seattle Housing use	Recommend <input type="checkbox"/> Yes <input type="checkbox"/> No	Background check <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval <input type="checkbox"/> Yes <input type="checkbox"/> No
	Cert. Spec. initials/date _____	Supervisor initials /date _____	