WASHINGTON COUNTY
Community Development Agency

7645 Currell Boulevard, Woodbury, MN 55125
office: 651-458-0936 fax: 651-458-1696

Clear All Form Fields

Notification of Change

CHECK ONE

My Housing Assistance Specialist: ☐ **Brian S** ☐ **Eric** ☐ **Sharron** ☐ **Kara** ☐ **Tami** ☐ **Brian B**

CHECK ALL THAT APPLY

☐ I am dropping off paperwork requested by my worker➔Complete Section 1

☐ I am reporting a change or have a question➔Complete Sections 1 and 2

☐ INCOME ☐ HOUSEHOLD COMPOSITION (☐ BOTH) ☐ I HAVE QUESTIONS

☐ I requested an appointment to discuss this item. Appt. date and time: _____

COMPLETE ALL

SECTION 1: TENANT INFORMATION (PLEASE PRINT)

Head of Household (HOH) Name:	HOH SSN:
Phone:	Email:

SECTION 2: INFORMATION REQUIRED FOR A CHANGE

COMPLETE AS NEEDED

Please explain change/question:

ATTACH PROOF

Attach proof of the change to this form. Failure to provide proof of the changes will delay processing.

The CDA POLICY is as follows:

- The tenant must notify the CDA in writing within five days of a change in income.
- If the change produces an increase in the tenants' rent portion, a 30-day notice of change will be given if the report is done in the required time frame. For an additional person being added, the increase happens on the first of the month after the person has moved in.
- For a decrease in income, the decrease must for 30 days or more. The interim decrease will start on the first of the month after a 21-day verification period. The 21-day verification period starts on whichever is later: 1) The CDA receives written notification of a change –OR– 2) The date of the final payment received.

I certify that the information provided is true, complete, and accurate. I understand providing false information may lead to termination of my assistance or delay in processing the change. I have reported all changes for all family members. No other changes, other than those listed above, have occurred since my last recertification.

SIGN AND DATE

TENANT SIGNATURE **DATE**

FOR OFFICE USE

RCV'D BY: DATE STAMP GIVE TENANT COPY