

DON'T FORGET!

1. ANY CHANGES IN INCOME OR HOUSEHOLD COMPOSITION MUST BE REPORTED TO THE OFFICE IN WRITING WITHIN 10 DAYS. (Ex: Where you are or were working, your first or last day, how many hours per week and hourly wage, Child Support information, copy of Social Security award letter.) FAILURE TO REPORT INCOME WILL RESULT IN REPAYMENT OF MONEY OWED TO CCHA.
2. YOU CANNOT RENT FROM AN IMMEDIATE RELATIVE UNLESS YOU HAVE A REASONABLE ACCOMODATION FROM A MEDICAL PROFESSIONAL. (This is a form we will send, you need to provide our office with the name and phone number of your medical provider.)
3. YOU MUST SUBMIT A WRITTEN STATEMENT TO THE OFFICE TO ADD SOMEONE TO YOUR HOUSEHOLD. (We will need their name, date of birth, income information and a copy of their social security card, birth certificate and photo id.) THIS INCLUDES NEWBORNS.
4. YOU ARE INELIGIBLE TO MOVE DURING THE FIRST YEAR OF YOUR LEASE UNLESS YOU HAVE WRITTEN PERMISSION FROM THE LANDLORD.
5. IF YOU ARE MOVING FROM YOUR UNIT, **YOU MUST GIVE A WRITTEN 30 DAY NOTICE TO OUR OFFICE AND YOUR LANDLORD.** IF WE DO NOT RECEIVE THIS NOTICE, YOU COULD BE INELIGIBLE TO REAPPLY FOR SECTION 8 ASSISTANCE FOR ONE (1) YEAR.

TENANT COPY

