



# LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

## Report of Change of Income

Head of Household: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

You **WILL NEED TO** attach verification of your changes (examples):

- a. Check stub(s); or statement from employer with start date, rate of pay, number of work hours per week;
- b. If no longer employed – verification from employer of last day worked;
- c. Social Security change letter.

You **WILL NEED TO** complete form #121.

**ALL DOCUMENTS (Change sheet, Verifications, and Green Sheet) NEED TO BE SUBMITTED IN ORDER TO PROCESS CHANGES.** No rent changes can be processed without all required documents. Any changes in household composition and/or income must be reported within 14 days.

Name of Household Member:		
Employment at:	Started <input type="checkbox"/>	Ended <input type="checkbox"/>
Date effective:	/	/
Contact person and Phone Number:		
How many hours per week and rate of pay:		

Name of Household Member:		
Change of: Benefits <input type="checkbox"/>	Child Support <input type="checkbox"/>	Other (Explain): <input type="checkbox"/>
Date effective:	/	/
Explain the change:		

If your change is in regards to household composition. You will be required to complete form 115.

If you or any other adult member of your household are a part-time or full-time student, you must attach verification of the student status.



## Effective Dates for Rent Increases

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If you report a required change, the rent increase takes effect on the first day of the second month after the change occurred. For example, if you report a new job starting June 1<sup>st</sup> you should report this to our office by June 15<sup>th</sup>, your recertification effective date would be August 1<sup>st</sup> or after.

If you report a required change before the 15<sup>th</sup> of the month, but the LHA delays the review, the rent increase takes effect on the first day of the month 30 days after we process the change. You will not be charged retroactively for the delay.

If you do not report a required change, or do not provide all needed information, the LHA considers you at fault for delaying the review. If this happens, the rent increase takes effect on the first day of the month 30 days after we process the change. If the unreported change took place in a previous month, you may also have to pay rent retroactively. You must also repay the difference between the new and old rent amounts for the months you failed to report properly.

The LHA will give you 30 days' notice for any rent increase.

## Effective Dates for Rent Decreases

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If you submit all change documents by or before the 15<sup>th</sup> of the month, you start paying lower rent on the first day of the next month.

Changes reported after the 15<sup>th</sup> of the month or later – may not take effect until the first day of the second month. We do not retroactively credit rent changes.

**Head of Household Signature:** \_\_\_\_\_

**Other Adult Signature:** \_\_\_\_\_

**Other Adult Signature:** \_\_\_\_\_

www.lacrossehousing.org  
1307 Badger Street • P.O. Box 1053 • La Crosse, WI 54602-1053  
Phone (608)782-2264 • Fax (608)782-2262



Have you transferred away any real estate or personal property within the past two years without adequate consideration?

No  Yes, Fair Market value was: \_\_\_\_\_

Have you made a gift of either personal or real property within the past year?

No  Yes, Please explain: \_\_\_\_\_

Do you have a safety deposit box?

No  Yes, Explain contents & Bank: \_\_\_\_\_

STATEMENT of APPLICANT(S)/ TENANT(S)

I/We certify that the information\* given to the HOUSING AUTHORITY OF THE CITY OF LA CROSSE on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy. I/We understand that we can be fined up to \$10,000 or imprisoned for up to five years if we furnish false information.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Date

- (1) The information given to the HOUSING AUTHORITY OF THE CITY OF LA CROSSE by the household of \_\_\_\_\_ on the household composition, income, net family assets, and allowances and deductions has been verified as required by Federal law;
- (2) The family was eligible at admission;
- (3) The family has certified that it has given our agency accurate and complete information.
- (4) Tenant's eligibility, rent and assistance payment have been computed in accordance with HUD's regulations and administrative procedures.

**OFFICE USE ONLY**

\_\_\_\_\_  
Signature of PHA Official or Representative

\_\_\_\_\_  
Date