



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: ____/____/____

CHECKLIST OF REQUIRED DOCUMENTATION ON PAGE 2

No rent changes can be processed without all required documents.

Any changes in household income must be reported within 14 days.

Type of Income Changed:

Employment ☐ Benefits ☐ Other ☐

Increase ☐ Decrease ☐

If reporting a DECREASE in income:

Household member with decrease: _____

Name of income decreasing: _____

Dollar amount decreased: _____

Reason for decrease: _____

Effective date of decrease: _____

If reporting an INCREASE in income:

Household member with increase: _____

Name of income increasing: _____

Contact person and phone number: _____

Dollar amount increased: _____

Rate of pay and hours per week if employment: _____

Effective date of increase: _____

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

TYPE OF CHANGE	REQUIRED DOCUMENTATION
New Employment	Letter from employer confirming hire date, rate of pay, average weekly hours to be worked.
Loss of Employment	Letter from employer confirming last day – OR – LHA Verification of Termination Form.
Change to Wages/Hours	Letter from employer confirming rate of pay and or hours.
Change to Unemployment	Letter from unemployment – OR – year-to-date statement of payments received.
Change to Other Benefits (Social Security, Child Support, Alimony, etc.)	Letter from Social Security or applicable agency – OR – year-to-date statement of benefits received.

Effective Dates for Rent Increases

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 1st you should report this to our office by June 15th, your recertification effective date would be August 1st or after.

If you report a required change before the 15th 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 required 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

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

Changes reported after the 15th 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

*After verification by the Housing Agency, the information will be submitted to the Department of Housing and Urban Development on Form HUD-50058 (Tenant Data Summary). See the Federal Privacy Act Statement for more information about its use.

OFFICE USE ONLY

PHA OFFICIAL’S STATEMENT

I certify that:

- (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.

Signature of PHA Official or Representative

Date