



## CHANGE OF HOUSEHOLD COMPOSITION PACKET: INSTRUCTIONS TO REMOVE A MEMBER

Participant:

In an effort to ensure you and your household are served in a timely manner, we are requesting that you completely fill out and sign every document in the enclosed packet within 10 days. **Warning:** Failure to report a change of income or household composition in writing within 10 days could result in the termination of your housing assistance.

**To remove a member of your household, you must enclose the following:**

- a. Statement providing new address information for each household member being removed

**Complete and return all the attached forms:**

- a. COFC Removal Form
- b. Statement stating the change you are requesting

**Completed Change of Family Composition forms must be submitted using one of the following methods:**

- **Fax:** (210) 477-6206
- **Email:** [HCVchanges@saha.org](mailto:HCVchanges@saha.org)
- **Mail to the following address:**

**San Antonio Housing Authority**  
ATTN: Assisted Housing Programs, COFC  
818 S. Flores St.  
San Antonio, TX 78204

**FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION MAY DELAY YOUR REQUEST TO REMOVE A MEMBER TO YOUR HOUSEHOLD.**



The following person has been designated to coordinate compliance with the nondiscrimination requirement contained in HUD's regulations implementing Section 504: **Michaëlle Finch, 818 S. Flores, San Antonio, Texas 78204.**

**SAHA**  
818 S. Flores St.  
San Antonio, TX 78204  
210.477.6000 | [saha.org](http://saha.org)





## CHANGE OF HOUSEHOLD COMPOSITION – REMOVE A MEMBER

Head of Household Information
Head of Household Name: _____ Date: _____
Last 4 of SSN: _____ Email: _____
Home Phone: _____ Cell Phone: _____
Address: _____ City, St Zip: _____

Household Member Being Removed From The Unit
Name: _____ Move-Out Date: _____
New Address (if unknown, N/A): _____
City: _____ State: _____ Zip Code: _____
Contact Phone: _____ Email: _____

**Warning:** 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document in writing containing false, fictitious or fraudulent statements or entries in any matter within the jurisdiction of a department or an agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than five years or both.

**By signing below, I am certifying under penalty of perjury that the information above is true and correct.**

\_\_\_\_\_

**Head of Household Signature**

\_\_\_\_\_

**Date**



The following person has been designated to coordinate compliance with the nondiscrimination requirement contained in HUD’s regulations implementing Section 504: **Michelle Finch, 818 S. Flores, San Antonio, Texas 78204.**

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