



HOUSING AUTHORITY

Tuesday, November 07, 2017

FINAL NOTICE

OFFICE HOURS: **Monday through Thursday:
8:00am- 5:30pm. Friday: 8:00am-12:00pm**

Client # _____

Dear Client:

In order for the Housing Authority to complete the processing of your file for:

- Re-Certification Interim Initial Leasing Portability Move

I will need the following completed information in my office **no later than** _____ : **08/08/2007** by

- _____ (Time)
- 1. Questionnaire/Application *(attached)*
 - 2. Authorization Form signed by: _____ *(attached)*
 - 3. Criminal Background Check form completed *(attached)*
by: _____
 - 4. Environmental Intervention Blood Lead Level *(attached)*
 - 5. Disposal of Assets Certification – Please check only **ONE** box and sign directly under your *(attached)*
selection.
 - 6. Request for Copy or Transcript of Tax Form *(attached)*
for: _____
 - 7. Income Verification(s): **(Income information submitted should not be more than 30-days old.)** *(attached)*
 - Employment Verification Form
 - for: _____ *(attached)*
 - Zero Income Statement
 - for: _____ *(attached)*
 - TANF Award Letter
 - for: _____
 - Food Stamp Award Letter
 - for: _____
 - Social Security Award Letter
 - for: _____
 - Contribution Form _____ *(attached)*
 - for: _____
 - Wage Printout from Texas Workforce
Commission for: _____
 - Child Support Printout from the Office of Attorney
General
 - Other: _____
 - 8. Birth Certificate(s) (not birth facts) for: _____
 - 9. Social Security Card(s) for: _____



10. Declaration of U.S. Citizenship(s) for – USCIS Forms for: *(attached)*

11. State Picture Identification(s) for:

12. Other:

Failure to return ALL requested information by the above due date will result in TERMINATION from the voucher/housing assistance.

Sincerely
Occupancy Technician
Phone #