ppha
Parma Public Housing Agency

City of Parma, Ohio
TIM DeGEETER
MAYOR

THE CITY OF PARMA
PROGRESS THROUGH PARTNERSHIPS
est. 1816

1440 Rockside Road, Suite 306
Parma, Ohio 44134

PUBLIC HOUSING

Phone: 216-661-2015
Fax: 216-661-2021

CHANGES OF MEMBERS TO LEASE

DATE: _____

HEAD OF HOUSEHOLD NAME _____

HOUSEHOLD ADDRESS _____

CITY, STATE, ZIP CODE _____

TELEPHONE # _____

Effective immediately the above Head of Household member would like to:

☐ REMOVE _____ from my lease.
New address for removed member(s): _____.

☐ ADD _____, to my lease. I am aware that the above named person cannot move into my subsidized unit until the PPHA has received all necessary background checks and income verifications to determine eligibility. I understand and am fully aware that if I allow the above named person to move into my unit prior to the approval by the PPHA, I can be terminated from the program.

Relationship to Head of Household: _____
Age of NEW household member: _____
Does the NEW household member have any income? ☐ Yes ☐ No
(If yes, please provide the following information)

Family Member Name	Name of Income Source	Amount $	Frequency
			☐ Weekly ☐ Bi-weekly ☐ Semi-monthly ☐ Monthly ☐ Yearly

_____ _____
Signature of Head of Household **Date**

NOTE: It is your responsibility to notify the PPHA of any and all changes in family composition and/or income within ten (10) calendar days of when the change occurs. Changes in family composition include birth, adoption, court awarded custody or removing a household member from your lease. Changes in income include employment, Public Assistance, Child Support, Unemployment, Social Security, etc. These changes are required as part of your family obligations under the Housing Choice Voucher and Public Housing programs. Failure to report changes within the required time period may result in the delay of processing, a retroactive balance to the date the change would have been effective had the change been reported in a timely manner, or possible termination of your subsidy.

WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTERS IN ITS JURISDICTION.