



# City of Parma, Ohio

TIM DeGEETER  
MAYOR



1440 Rockside Road, Suite 306  
Parma, Ohio 44134

PUBLIC HOUSING

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

## NOTIFICATION OF INCOME CHANGE

INCREASE or  DECREASE

Head of Household Name \_\_\_\_\_  
Tenant Address \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please complete the following information and return this form to the agency. You MUST provide verification documentation for each change being reported.

*(Example: 6 recent weekly pay stubs [3 if paid bi-weekly], signed letter from employer/agency on letterhead, one year print out for child support changes)*

Family Member Name	Name of Income Source	Amount \$	Frequency
			<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly
			<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly
			<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly

1. What is the date the income change occurred \_\_\_\_\_
2. If reporting a decrease of earned income, is the change due to loss of employment?  Yes  No
3. What is the contact information for the income source:
  - a. Mailing Address \_\_\_\_\_
  - b. City, State & Zip Code \_\_\_\_\_
  - c. Telephone # \_\_\_\_\_
  - d. Fax # \_\_\_\_\_

**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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date