



Biddeford Housing
22 South Street | P.O. Box 2287
Biddeford, ME 04005
207-282-6537 | www.bhousing.org

CHANGE OF HOUSEHOLD COMPOSITION

Head of Household: _____

Please complete the following and provide documentation as requested:

I would like to add a minor to my household

- ___ Complete the Section 214 Declaration Form
- ___ Provide Social Security Card
- ___ Provide Birth Certificate
- ___ Provide verification of income and/or assets, if applicable.
- ___ Written approval from landlord (only if not a birth)

Name: _____
Date of Birth: _____
Social Security #: _____
Relationship to Head: _____

I would like to add an adult (18+) to my household

- ___ Complete the Section 214 Declaration Form
- ___ Complete the Debts Owed Form (HUD-52675)
- ___ Complete HUD's Release Form (HUD-9886)
- ___ Complete BHA's Release Form
- ___ Complete the Applicant / Participant Certification
- ___ Complete the Criminal Background Screening Consent
- ___ Provide Social Security Card
- ___ Provide Birth Certificate, Permanent Resident Card, Naturalization Certificate, etc.
- ___ Provide verification of income and/or assets, if applicable.
- ___ Written approval from landlord

Name: _____
Date of Birth: _____
Social Security #: _____
Relationship to Head: _____

I would like to REMOVE a member from my household

- ___ Provide verification of new address
- ___ Written acknowledgement from landlord

Name: _____
Date of Birth: _____
Social Security #: _____
Relationship to Head: _____

I understand that I cannot add anyone to my household without written approval from both my landlord and Biddeford Housing. I understand that once this person is added to my household, I am responsible for any damage(s) and/or unpaid rent caused by this person or their guests in relation to this unit and lease. It is my responsibility to see that this person abides by the terms of my lease and Housing Choice Voucher Program regulations. I certify that the information above and provided documentation is true and complete. I further understand that when someone is removed from my household, Biddeford Housing will evaluate whether my household is receiving the appropriate subsidy for my family size.

Signature of Head of Household

Date