



**HARRISONBURG
REDEVELOPMENT AND
HOUSING AUTHORITY**

P.O. BOX 1071 + HARRISONBURG, VA 22803
Phone/VTDD 540-434-7386 + Fax 540-432-1113

NEW MEMBER REQUEST

INSTRUCTIONS: Please complete and sign this form. Return with the following items:

Head of Household Name	SSN
Address	Phone #

NEW HOUSEHOLD MEMBERS

OF ADULTS _____

OF CHILDREN _____

NAME	RELATIONSHIP	SEX	SSN	BIRTH DATE	PLACE OF BIRTH	RACE	ETHNICITY (HISPANIC Y/N)	DATE OF ADDITION

I CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Head of Household Signature

Date

WARNING: Title 18, Section 1001 of U.S. Code states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department or agency of the United States Government.

For All Additions:

- Social security card (or letter from SSA confirming the member's SSN)
- Birth certificate
- Adoption papers and/or court-awarded custody, if applicable
- Citizenship Declaration
- Eligible immigrant status documentation, if applicable
- Documentation of any income related to the household member

For Adults Only (age 18 and above):

- All items listed above, plus those listed below
- Photo ID
- Briefing Appointment (must schedule and attend a meeting to sign authorizations)

Once all required information is received, HRHA will determine whether the person can be added to the household and will notify you whether they are approved or denied. For adults, this includes a criminal background check that can several weeks to process. HRHA must also receive owner approval of the addition.