



Tel 941.361.6210

Fax 941.366.4661

TTY 1.800.955.8771

William O. Russell III President & CEO

269 S. Osprey Ave. Sarasota, FL 34236

ADD A FAMILY MEMBER REQUEST

Name: _____

Unit
Address: _____

Phone Number: _____

In order to add a family member to your household, you must complete the following pages and supply the required documentation. The housing authority must approve any additions to your family before anyone will be added. Please be advised that adults can only be added to your home if they are the spouse or significant other of the Head of Household. Other adults will not be added if they are capable of living on their own. For any adults being added, we will require that the new member be fingerprinted prior to approving them.

You will need the following items to add a family member:

1. Birth Certificate
2. Social Security Card or Social Security Print out of their SS#
3. Picture ID for all adults 18 or older
4. Marriage Certificate for a spouse of Head of Household
5. Proof of income of the person being added
6. Bank Statements for the person being added (all accounts)
7. Court awarded custody documents for any children under 18 who are not biological children of other household members within the home. No minor children will be added without court awarded custody. We will **NOT** accept any power of attorney or parental custody agreements as of June 24, 2013.

Name of new family member: _____ Date of Birth: _____

Sex _____ Relationship to Head: _____ Ethnicity _____ Race _____

Is this person 18 or older _____ Is this person unable to live alone due to disability? _____

Does this person have any sources of income _____ If yes, where does this person receive money from? _____

Tenant Signature _____ Date _____

"We are committed to providing quality affordable housing to enhance the lives of our residents and promote independence."

