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269 S. Osprey Ave. Sarasota, FL 34236

Date: _____

HOH

Name: _____

Unit: _____

NO CHANGES WILL BE MADE WITHOUT REQUIRED DOCUMENTATION AS LISTED BELOW!

Please be advised that once you remove an adult from your home, they will not be added back unless you are married to them and they were originally removed due to a legal separation. If your voucher size changes due to a member being removed, your payment standard will be adjusted at your next annual recertification. Please note that if an adult is removed, then all minors that are the biological children of that adult, will also be removed. Please note that you are NOT required to remove a full time student over the age of 18 as long as they are full time students and living on campus or in a college affiliated apartment. You will need the following items for the removal of a family member:

Adults 18 or older must submit a minimum of 2 of the following:

1. A valid State issued photo ID or drivers license with their new address listed
2. Lease/mortgage statement showing their new address
3. Utility bills showing their new address
4. Pay stub from employer showing their new address

Children under the age of 18: Custody papers and/or school records showing that someone else has custody or guardianship of the child. Power of Attorney will **NOT** be accepted! If you receive SS or SSI for this child, you must submit proof of where the payments will now be going and to whom they will be paid.

Name of family member being removed: _____

New Address _____

Relationship to you: _____ Date of Birth _____ Sex _____

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

Tenant Signature _____ Date _____

Tenant Phone Number _____