

NEW YORK CITY HOUSING AUTHORITY
PUBLIC HOUSING

**A. REQUEST TO ADD A NEW HOUSEHOLD MEMBER
(PERMANENT/TEMPORARY)**

1. NAME	3. ACCOUNT NUMBER
2. RESIDENT ADDRESS	4. CASE NUMBER
	5. ANNUAL REVIEW QUARTER
	6. DUE DATE

B. RULES ABOUT REQUESTS TO ADD A NEW HOUSEHOLD MEMBER

A. Note To Tenant: Only authorized household members are allowed to reside in your apartment. If you want to add a new household member you must request permission by completing and submitting this form and the Consent for Criminal Records form, along with any needed documentation, to the Property Management office or online. Use one form per person.

Permission requests must be made by (1) the tenant (lessee), (2) in current occupancy; and (3) in good standing. The proposed new household member must be eligible based on NYCHA standards for occupancy and desirability (including passing a criminal background check for persons age 16 and older). No one becomes authorized to reside in your household unless and until the Property Manager grants permission in WRITING. If permission is not granted (disapproved), you may request a grievance hearing to review the Property Manager's decision.

Types of Permission:

Permanent Permission: Complete ALL sections below. If permanent permission is granted, the additional person's income will be included in the rent-income calculation and your rent will be adjusted accordingly. After your tenancy ends, a person with permanent permission who resided continuously in the apartment (for at least one year) might have succession or remaining family member rights.

PERMITTED PERSONS: A formerly authorized occupant who moved out of the household and seeks permission to rejoin the household, or one of the following: (a) Family Growth: a person born to, adopted by or the ward (under the legal custody/guardianship) of the tenant or an authorized permanent household member while the household member resides in the apartment, (b) the tenant's: spouse or domestic partner and their minor children, or (c) the tenant's: child, stepchild, parent, step-parent, sibling (including half-brother/sister), grandparent, grandchild, son-in-law, daughter-in-law, father-in-law, mother-in-law.

Temporary Permission: Complete ALL sections below **EXCEPT Sections C and D (income or asset information)**. If temporary permission is granted, the income of the added person is not counted toward the rent. Temporary permission is for a limited time period (usually one year). **After your tenancy ends, the temporary permission ends, and the person has no succession or remaining family member rights.** **PERMITTED PERSONS:** Relatives or good friends of the tenant, foster children or caregivers / home care attendants.

B. Please complete the section(s) below to request the addition of a new household family member.

C. TYPE OF PERMISSION REQUESTED: 1. PERMANENT 2. TEMPORARY

D. Relationship Codes:	01 Head	1A Co-Head	02 Spouse/Domestic Partner	03 Grandparent	04 Child	05 Grandchild
	06 Parent	07 Foster Child	08 Sibling	09 Other Minor	10 Other Adult	11 Live-In Aide

E. PROPOSED NEW HOUSEHOLD MEMBER

1. LAST NAME	2. FIRST NAME	3. MIDDLE NAME
4. SOCIAL SECURITY NUMBER	5. RELATIONSHIP CODE	6. DATE OF BIRTH
7. CURRENT ADDRESS OF PROPOSED MEMBER		(mm/dd/yyyy)
8. CITY	9. STATE	10. ZIP CODE

11. SEX <input type="checkbox"/> a. MALE <input type="checkbox"/> c. NON-BINARY <input type="checkbox"/> b. FEMALE	12. ETHNICITY <input type="checkbox"/> a. HISPANIC OR LATINO <input type="checkbox"/> b. NOT HISPANIC OR LATINO	13. RACE <input type="checkbox"/> a. WHITE <input type="checkbox"/> c. AMERICAN INDIAN/ ALASKA NATIVE <input type="checkbox"/> b. BLACK/ AFRICAN AMERICAN <input type="checkbox"/> d. NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER <input type="checkbox"/> e. ASIAN	14. DISABILITY <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO
---	--	---	--



8. ADDRESS

a. CITY b. STATE c. ZIP CODE

If Seasonally or Infrequently is selected as a rate of pay, please complete questions 9 - 11.

9. IS EVERY PAYMENT THE SAME AMOUNT (WITHIN \$100 DOLLARS)?* 1. YES 2. NO

10. ENTER THE TYPICAL AMOUNT(S) THAT YOU RECEIVE. \$, \$, \$, \$,

11. IN THE NEXT YEAR, HOW MANY TIMES DO YOU EXPECT TO RECEIVE THIS PAYMENT?

1. INCOME SOURCE #3 (PLEASE SELECT ONLY ONE INCOME SOURCE)

- a. ADOPTION e. CONTRIBUTIONS i. PENSION m. SUPPLEMENTAL SECURITY INCOME q. SOCIAL SECURITY SURVIVOR'S BENEFIT
b. FOSTER CARE f. EMPLOYMENT (WAGES) j. ANNUITY n. UNEMPLOYMENT INSURANCE r. SOCIAL SECURITY
c. CHILD SUPPORT g. MILITARY PAY k. PUBLIC ASSISTANCE o. WORKER'S COMPENSATION s. SOCIAL SECURITY DISABILITY
d. ALIMONY h. VETERAN'S AFFAIR (VA) BENEFITS l. SELF-EMPLOYMENT p. STATE SUPPLEMENTAL PROGRAM/SSP t. SOCIAL SECURITY RETIREMENT

2. START DATE (mm/dd/yyyy) 3. END DATE (mm/dd/yyyy) 4. TOTAL INCOME \$, .

5. PER (SPECIFY TIME PERIOD) a. WEEKLY b. BI-WEEKLY c. MONTHLY d. SEMI-MONTHLY e. ANNUALLY f. SEASONALLY g. INFREQUENTLY

6. NAME OF INCOME SOURCE #3 7. TELEPHONE NUMBER

8. ADDRESS

a. CITY b. STATE c. ZIP CODE

If Seasonally or Infrequently is selected as a rate of pay, please complete questions 9 - 11.

9. IS EVERY PAYMENT THE SAME AMOUNT (WITHIN \$100 DOLLARS)?* 1. YES 2. NO

10. ENTER THE TYPICAL AMOUNT(S) THAT YOU RECEIVE. \$, \$, \$, \$,

11. IN THE NEXT YEAR, HOW MANY TIMES DO YOU EXPECT TO RECEIVE THIS PAYMENT?

H. ASSET INFORMATION (Proposed New Household Member / Not for Temporary Permission)

A. DO YOU HAVE ANY ASSETS? 1. YES * 2. NO * 3. IF YES, PLEASE ANSWER QUESTION #B AND PROVIDE INFORMATION ABOUT EACH ASSET SEPARATELY IN THE SECTIONS BELOW.

B. ARE THE NET HOUSEHOLD ASSETS IN EXCESS OF \$5,000? 1. YES 2. NO

C. CALCULATION OF INCOME FROM ASSETS

If the total cash value of the household's assets exceeds \$5,000, the annual income generated from these assets will be determined based on the greater of (1) the actual income from the assets, or (2) the imputed income from the assets. For further explanation please see instructions.

1. ASSET #1: (PLEASE SELECT ONLY ONE TYPE OF ASSET)

- a. CHECKING ACCOUNT e. LIFE INSURANCE POLICY (TERM LIFE) h. STOCKS k. BONDS
b. SAVINGS ACCOUNT f. LIFE INSURANCE POLICY (WHOLE LIFE) i. TRUST FUND
c. MONEY MARKET FUND/MUTUAL FUND g. REAL ESTATE, HOUSE, CO-OP, OR CONDO (PROPERTY HELD AS AN INVESTMENT) j. 401K/IRA/ROTH IRA (RETIREMENT ACCOUNT)
d. OTHER (PLEASE SPECIFY)



