

Housing Authority of the City of Natchitoches

P.O. Box 754 536 Culbertson Lane Natchitoches, LA 71458
Telephone (318) 352-9774 FAX Number (318) 357-8064

REQUEST TO ADD FAMILY MEMBER

Before any adult (18 years and older) who was not originally listed on the housing application can be added to the household of an applicant or assisted tenant, the applicant or tenant must complete this form. If a tenant a new Personal Declaration form must be done too. The prospective new household member must complete an Addendum Application in person, and must provide;

- Birth Certificate,
- Original Social Security card
- Valid Photo ID,

The prospective new family member must also pass a criminal background investigation and be approved by the Housing Authority prior to being added to an applicant's household or moving into any assisted household.

If the member to be added is under age 18, the original (or certified copy) Birth Certificate, original Social Security card and current state-issued photo ID must be provided to the Housing Authority.

If a minor child other than an immediate biological child of a current household member is to be added, there must be proof such as;

- a. Legal Custody by a current household member (Court-awarded or Provisional Mandate), or
- b. Adoption/Foster care papers

Head of Household Name: _____

Address: _____, Natchitoches, LA 71457

Phone #: (_____) _____ Cell (_____) _____

Head of Household Signature: _____ Date: _____

Name(s) of Person(s) to be added to My Household:

- | | | | | |
|----|------------|--------------|-----|--------------------|
| 1. | _____ | _____ | Age | DOB ____/____/____ |
| | Print Name | Relationship | | |
| 2. | _____ | _____ | Age | DOB ____/____/____ |
| | Print Name | Relationship | | |
| 3. | _____ | _____ | Age | DOB ____/____/____ |
| | Print Name | Relationship | | |