



Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer
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Board of Commissioners
Dawn Wadding, Chair
Susan Malecky, Vice Chair
Deborah Hallas, Secretary
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DEPARTING HOUSEHOLD MEMBER

Please be advised that the following person has moved out or intends to move out of my household:

Name _____

Date of birth: _____ Soc. Sec. # _____

This person has moved out, or intends to move out, as of the following date: _____.
Please process an interim or annual recertification to account for this departure.

I understand and acknowledge the following:

1. Portland Housing Authority will recalculate household rent to account for the departure of the person named above; and
2. Portland Housing Authority will evaluate whether my household is still large enough to occupy its current unit. If my household occupies a unit that is specially designed to accommodate a disability of the person named above, the Housing Authority will evaluate whether the household is still eligible to occupy the unit. As a result of the evaluation, the Housing Authority may require the household to move to a different unit at Chatham Court.
3. I must provide the Housing Authority with 2 forms of verification that this person has **permanent** legal residency elsewhere. Acceptable proof consists of any two of the following: valid lease and a valid rent receipt (current month only) showing landlord's name and address; copy of a utility bill for current month showing the person's name and address; copy of a current mortgage coupon showing name and address; and/or paycheck stub.

New address of tenant who is moving out: _____

Household head's signature: _____ Date: _____

Unit # and address: _____