



MEMPHIS HOUSING AUTHORITY – HOUSING CHOICE VOUCHER PROGRAM
 700 Adams Avenue Memphis, TN 38105 Telephone: 901-544-1347 Fax: 901-544-1375

<input type="checkbox"/>	Tenant
<input type="checkbox"/>	Owner

TRANSACTION COVER SHEET

HOH Name: _____ Last 4 of SSN: _____ Client #: _____

Property Address: _____ Phone #: _____

Documents on behalf of Household Member: _____

Please review the sections below and check the appropriate boxes:

CHANGE OF INCOME DOCUMENTS

Addition of income:

- Check Stubs (2 Consecutive)
- Employment Letter
- SSI/SSA Letter
- Unemployment Benefits Letter
- AFDC/TANF Letter
- Child Support
- OTHER: _____

Decrease of income:

- Termination/Separation Letter
- AFDC/TANF Denial Letter
- Check Stubs Showing Income Decrease
- Unemployment Exhaustion Letter
- Employment/Unemployment Self-Certification
- Child Support
- OTHER: _____

Adding/Removing Household Members:

(Required for anyone 18+)

The Request for Approval/Removal of Family Member(s) must be completed and supporting documentation provided.

- Proof of Birth Date (e.g. Birth Certificate)
- Social Security Card
- Declaration of Section 214 Status
- Verification of Adoption
- Court Order Awarding Custody
- Verification of Income
- OTHER: _____

- Debts Owed Form
- HUD-9886
- Supplemental Authorization Form
- Background Check Form

RECERTIFICATION DOCUMENTS

- Recertification Packet
- Check Stubs/Employment Letter
- Separation Letter
- SSI/SSA Letter
- Unemployment Letter
- AFDC/TANF Letter
- Supplemental Authorization Form
- OTHER: _____

- Photo ID
- Birth Certificate
- Social Security Card
- Citizenship Documentation
- School Verification Letter
- Child Support Letter
- Debts Owed Form

- Bank Statements
- Medical Expenses
- Disability Expenses
- Child Care Expenses
- Life Insurance Info
- Zero-Income Form
- HUD-9886

MOVE, LEASING, CONTRACTING, INSPECTION & OWNER DOCUMENTS

- Move/Portability Request Form
- Notice to Extend/Rescind
- Request for Tenancy Approval (RTA)
- HAP Contract
- Owner Self-Certification of Repair
- OTHER: _____

- Direct Deposit Form
- Lease
- W-9
- Owner/Agent Photo ID
- Lead Based-Paint Form

- Lead-Based Paint Form
- Management Agreement
- Letter of Authorization
- Vendor Change Form
- Inspection Complaint Form

Notes: _____