



MESQUITE HOUSING DIVISION
PHONE 972.216.6424 FAX 972.216.6429



REQUEST TO ADD HOUSEHOLD MEMBER

Date: _____ Case Manager: _____

Head of Household Name: _____

Address: _____

Phone Number: _____ Email: _____

I request to add the following household member:

Name: _____

Social Security Number (if any) : _____ Date of Birth: _____

Relationship to Head of Household: _____ Current Age: _____

Race: White Black/African American American Indian/Alaska Native
 Asian Native Hawaiian/Other Pacific Islander Other (please specify): _____

Ethnicity: Hispanic
 Non-Hispanic

Yes No Is this household member a United States Citizen?

Yes No Is this household member a person with a disability?

Yes No Is this household member a full-time student? If yes, list school below:

Name of School	City	State
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Yes No Does this household member have any sources of income? If yes, list below (use more pages if necessary):

Source of income	Amount	Frequency (weekly, bi-weekly, monthly, etc)
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Source of income	Amount	Frequency (weekly, bi-weekly, monthly, etc)
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Yes No Does this household member have any assets? If yes, list below (use more pages if necessary):

Type of Asset	Amount	Location
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Type of Asset	Amount	Location
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By my signature below, I do swear and attest that all information on this form is true and correct. I agree to supply any documentation that the Mesquite Housing Division deems to be necessary in order to determine this person's eligibility for the program.

Head of Household Requesting Addition must sign below:

Signature: _____ **Date:** _____

If Household Member being added is over 18, they must sign below in addition to Head of Household:

Signature: _____ **Date:** _____

THE FOLLOWING DOCUMENTS ARE REQUIRED IN ORDER TO ADD HOUSEHOLD MEMBER:

Additional documentation may be required from the household member being added and/or Head of Household, depending on circumstances.

If household member is under 18

- Original Birth Certificate (copy will be made by the Housing Office)
- Original Social Security Card (copy will be made by the Housing Office)
- Documentation of any income/assets received by or on behalf of the child
- IF CHILD IS OF SCHOOL AGE:
 - Records showing child's enrollment in school using new address (Additions during the summer will not require this documentation until the beginning of the school year)
- IF CHILD'S BIRTH CERTIFICATE DOES NOT LIST A CURRENT HOUSEHOLD MEMBER AS A PARENT:
 - Documentation showing legal guardianship, adoption, or court-ordered custody of the child.
- Declaration of Citizenship (will be mailed with certification once change is completed)

If household member is over 18

- Original Birth Certificate (copy will be made by the Housing Office)
- Original Social Security Card (copy will be made by the Housing Office)
- Original Photo ID (copy will be made by the Housing Office)
- Documentation of any income/assets received by or on behalf of the individual
- Declaration of Citizenship (will be mailed with certification once change is completed)
- The following documents must be completed by the individual in the Housing Office:
 - HUD Release Form
 - Mesquite Housing Release Form
 - Criminal Background Check Form