



INTERIM CHANGES

In order to report a change, an Interim Change Report form **MUST** be completed, and returned to the Section 8 office or emailed to s8interim@phoenix.gov.

NO CHANGE WILL BE PROCESSED IF YOU DO NOT RETURN A COMPLETED INTERIM CHANGE REPORT FORM WITH ALL VERIFICATIONS NEEDED. Interim Change Report forms may be requested from your housing specialist, or you may visit our office at 830 E. Jefferson Street, Phoenix, AZ 85034 between 8:00am and 4:00pm on Tuesdays and Thursdays.

Families are required to report changes in family composition and income within thirty (30) calendar days of the occurrence.

Examples of family composition changes are:

1. A member has been added through birth, adoption or court awarded custody.
1. A household member is leaving or has left the family unit.
2. Family break-up

*Updates to your rental portion will become effective the 1st day of the month following receipt of all necessary verifications.



INTERIM CHANGE REPORT

Verification must be provided.

Para asistencia en Español
llame al (602) 534-1974

If you need a reasonable accommodation (person with disabilities), Please call 602-534-1974 or 711 Friendly.

Name of Head of Household _____ Last four numbers _____

Address: _____ of Social Security #: _____

Phone: _____ Email: _____

Please indicate the change you are reporting below (check all that apply):

A. Change in Income (check one): ☐ Increase ☐ Decrease

NOTE: Verification must be provided before the change can be processed. Decreases will be effective the 1st day of the month following receipt of all necessary verifications (i.e., check stubs, award letter, termination letter from employer, etc.)

If you are reporting a change in Income, please provide the family member name(s) and information below:

Family Member Name	Name/Address of Source of Income	Hire/ Award Date	Previous Amount	New Amount

B. Change in Child Care Expenses (check one): ☐ Increase ☐ Decrease

Please provide the name and contact information of the child care provider. _____

C. Change in Family Composition - Please note that any addition to the household must be approved by the City of Phoenix Housing Section 8 office prior to the household member moving into the unit. All adults must sign an Authorization for the Release of Information form and must pass a background screening.

If you are reporting or requesting a change in your household members, please provide the information below.

Legal Name	Current Address	Date of Birth	Relationship	Add or Remove
				<input type="checkbox"/> Add <input type="checkbox"/> Remove
				<input type="checkbox"/> Add <input type="checkbox"/> Remove
				<input type="checkbox"/> Add <input type="checkbox"/> Remove

I hereby certify that the above information is true and correct to the best of my knowledge. I also understand that any change in income or household membership must be reported to the City of Phoenix Housing Department in writing within 30 days of their occurrence. Warning: Title 18 US Code Section 1001 states that a person is *guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department or agency of the United States.*

Signature of Head of Household: _____ Date: _____

830 E. Jefferson Street, Phoenix, AZ 85034 (602) 534-1974

