

THE HOUSING FOUNDATION
37 Boulder Drive
Orono, ME 04473
(207) 866-4300

TENANT'S DECLARATION OF A CHANGE IN INCOME
(Reminder: This form must be filled out and returned immediately)

Name: _____ Date: _____ Apt # _____

Please complete this section if you just TERMINATED AN EMPLOYMENT:

Where have you finished working? _____	When was your last day? _____
Reason for leaving? _____	
What are your future employment plans (if you have already started a new job please also complete table below)? _____	

Please complete this section if you are reporting NEW or an ADJUSTMENT TO CURRENT INCOME:

Income Type (please check which ever apply)	Is this an <u>increase</u> or <u>decrease</u> ?	What date did the change happen?	New Amount	Per Hr/ Week/ Month	If employment, how many hours will you be working each week?
___ Employment			\$		
___ Unemployment			\$		
___ Pension			\$		
___ SS/ SSI			\$		
___ TANF			\$		
___ Child Support			\$		
___ Other:		Please explain:			

If Income Type is Employment please provide the following information:

Employer Name: _____	Phone #: _____
Address: _____	Person to Contact: _____

Have you had or do you anticipate any other household changes (family composition, child care increase/decrease, assets)?

___ No	___ Yes (if yes, please explain): _____

Please provide any other necessary additional information on the back of this form.

I understand, by signing below, the above information is accurate and also understand any future changes in income must be reported immediately.

Tenant Signature: _____

<u>OFFICE USE ONLY</u>	
Is this an increase, decrease or NC? _____	Paperwork needs to be processed by _____
If increase, did resident report within 10 days? _____	Effective date of 59 _____