



**Housing Choice
Voucher Program**

Address 420 West Chase Street
Pensacola, FL
Mailing Address P.O. Box 12910
Pensacola, FL 32521
Telephone 850.858.0350
Fax 850.595.0113
TDD 850.595.0102
Website www.cityofpensacola.com/housing

Request to Add a Household Member

Anyone you list as a household member must use the subsidized unit as their primary residence (at least 51% of the time). All adults must have acceptable criminal background, cannot owe any housing authority money, and, if s/he previously participated in a federally-subsidized housing program, must have acceptable compliance history. All adult additions must be approved in writing by your landlord and by Pensacola Housing before the additional person can move in.

Head of household name (Last, First) _____	Last 4 digits of SSN _____
Addition's name _____	Last 4 digits of SSN _____

Step 1: Landlord Permission (for adult additions only)

I agree to the addition of this person to the current lease I have with the above-named Voucher-holder.

Landlord Name _____ Phone number _____

Landlord signature _____ Date _____

Step 2: Requested Addition's Information

Relation to head of household _____ Date of birth _____ ☐ Male ☐ Female

Are you disabled? ☐ Yes ☐ No Race/ethnicity _____ ☐ Hispanic ☐ Not Hispanic

List all income received and attach 60 days' worth of verification (for example, paystubs or letter):

Type _____ Source _____ Monthly amount \$ _____

Type _____ Source _____ Monthly amount \$ _____

List all assets held or owned and attach 60 days' worth of verification (for example, bank or account statements):

Type _____ Financial institution _____ Current Value \$ _____

Type _____ Financial institution _____ Current Value \$ _____

Are you a student? ☐ Yes ☐ No If yes, attach verification of enrollment status, tuition, and financial aid.

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please explain: _____

Step 3: Required Attachments

For all additions:

- ☐ Legal ID (such as driver's license for adults or birth certificate for minors)
- ☐ Original Social Security Card
- ☐ Declaration of Citizenship or Immigration Status
- ☐ Non-citizens: Original Homeland Security I-551 or annotated I-94
- ☐ Income, asset, and student (if applicable) verification

- ☐ Proof of Custody

Additional forms for adult additions:

- ☐ Pensacola Housing Release of Information
- ☐ Debts Owed and Terminations (52675)

I certify the above information is true and the additional household member will reside in the subsidized unit at least 51% of the time. I acknowledge that falsifying or manipulation information may result in denial or termination from the Voucher Program.

Head of household's signature _____ Date _____

Addition's signature (if an adult) _____ Date _____