

MEDFORD HOUSING AUTHORITY
121 RIVERSIDE AVENUE
MEDFORD, MASSACHUSETTS 02155

TELEPHONE 781-396-7200
 FAX 781-393-9223

TELEPHONE FOR THE DEAF
 TTY 1-800-720-3480



REQUEST TO ADD A MEMBER

Additions to your household must be approved by MHA and Landlord prior to move in. The landlord must provide consent to the requested addition. No changes will be approved without all verification requested. Please contact your Leased Housing Coordinator prior to submitting request and documentation.

Head of Household:	Date:
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Under 18:

- Birth certificate and Social Security Card
- Court awarded custody (unless change is an addition by birth)
- landlord approval, (unless change is an addition by birth, please request form).

Over 18:

- Birth certificate, Social Security Card, Valid ID, and CORI form (please request form)
- Landlord approval form (please request form)
- Other adult packet (please request)
- Declaration of Citizenship (If applicable, please request)
- Proof of income
- Proof of assets (recent 30-day bank statement).

Member information:

Name:		
Relationship:		
Current address:		
Telephone number:	Email:	
Social Security number:	DOB:	US Citizen: Y/N
Full time student: Y/N	Race:	Ethnicity:

Income:

Name and address of source of income:	
Address of source of income:	
Amount:	Frequency:

Assets:

Name and address of asset:		
Type of asset:	Account number:	Value:

HOH Signature and date: _____

Applicant Signature and Date: _____



EQUAL HOUSING OPPORTUNITY

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Landlord/ Owner Authorization to add additional member to household.

Name of Landlord/Owner:	Date:
Phone number:	
Tenant:	

I, hereby authorize above tenant to include the following individual (s) to the household.

Name:
Name:
Name:
Name:

I am aware that Medford Housing Authority must also approve the request to add the named individual (s) above to be added to tenant's household. Approval includes CORI, for those who are 18 and over. If MHA does not approve the request of those named above, I as the landlord/Owner cannot allow individual (s) to be added to tenant's household. * Additions to household composition who are ages 6 and under require unit to be de-leaded, unit in which the family resided in is de-leaded and a de-leaded certificate will be provided with this form.

Landlord/Owner Signature and Date



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