

BELMONT HOUSING AUTHORITY

51 Flowers Court  
Belmont, NC 28012  
704-825-9376  
Bhanc.org

REQUEST TO ADD OR DELETE A HOUSEHOLD MEMBER

DATE OF REQUEST: \_\_\_\_\_ APARTMENT NUMBER: \_\_\_\_\_

HEAD OF HOUSEHOLD NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

1. I am requesting to add \_\_\_\_ or delete \_\_\_\_ the following person (s) from my household.

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

RELATIONSHIP TO HEAD OF HOUSEHOLD: \_\_\_\_\_

Does the person you are requesting to be added or deleted have income? \_\_\_\_\_ NO  
\_\_\_\_\_ YES

(Please provide their income information below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I am requesting to add \_\_\_\_ or delete \_\_\_\_ the following person (s) from my household.

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

RELATIONSHIP TO HEAD OF HOUSEHOLD: \_\_\_\_\_

Does the person you are requesting to be added or deleted have income? \_\_\_\_\_ NO  
\_\_\_\_\_ YES

(Please provide their income information below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** REQUESTS TO ADD NEW MEMBERS (EXCEPT NATURAL BORN OR LEGALLY ADOPTED CHILDREN) MUST BE APPROVED BY BHA **PRIOR** TO THE INDIVIDUAL OCCUPYING THE APARTMENT. A REQUEST TO ADD ANYONE 18 YEARS OR OLDER, WILL RESULT IN A BACKGROUND CHECK FOR THAT INDIVIDUAL. THE INDIVIDUAL MUST PASS A CRIMINAL AND CREDIT BACKGROUND CHECK. MOVING IN AN INDIVIDUAL WITHOUT PRIOR APPROVAL FROM BHA IS A LEASE VIOLATION AND WILL SUBJECT YOUR LEASE TO BE TERMINATED.

\*YOU MAY USE THE BACK OF THIS SHEET IF YOU NEED MORE SPACE\*