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| A blue and black logo  Description automatically generated |  Municipal Housing Authority for the City of Yonkers1511 Central Park Avenue, P.O. Box 35Yonkers, NY 10710Tel: 914-793-8400 Fax: 914-793-9117TTY: (800) 545-1833 x76www.mhacy.orgwww.mhacy.org |

Recently you have notified Section 8 of a change in your household composition. In order to process your request and remove a family member from your household, you must submit **all** of the following:

1.A notarized letter stating who has moved out, including the date of move out and that you would like to remove the individual from your Section 8 Household.

2.**Two** of the following documents listed below:

 ACCEPTABLE PROOFS OF ADDRESS:

* Up-to-date Driver’s License with Picture.
* Car registration including insurance.
* Current Income Taxes.
* Telephone Bill (Cell phone bill not acceptable).
* Utility Bill (Such as Con Edison).
* Insurance Bill.
* Up-to-date Bank Statement (not letter).
* •Voter's registration card.
* School Attendance Records (if College includes tuition bill).
* Four consecutive paystubs.

\*\*\*The notarized letter and two documents must be submitted, or no change will be process\*\*\*\*

Any information submitted to the Section 8 office must be true and complete, as all documents are subject to third party verifications {See CPR 982.551}

Please be advised that the individual moving out must update their current address. No mail under the individual's name may go to your address.

WARNING- Section 1001 of Title XVIII of the United States Code makes it a criminal offense to make willful false statements of misrepresentation to any department of agency of the United States as to any matter within its Jurisdiction.