

LEXINGTON HOUSING AUTHORITY
ONE COUNTRYSIDE VILLAGE, LEXINGTON, MASSACHUSETTS 02420-2576



CAILEEN B. FOLEY, EXECUTIVE DIRECTOR

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TDD 1-800-545-1833 EXT 104

REQUIRED DOCUMENTATION FOR CHANGE OF INCOME

No Longer Employed

- Letter from employer verifying last date of employment or Income Verification Form completed by previous employer.
- Unemployment/Workmen's Compensation: Provide a copy of your most current benefit letter. You may call 1-617- 626-6600 to obtain this information. Unemployment print-out from Employment Development Department. To request print-out, call 1-800-300-5616 o
- Public Assistance/Welfare/TANF: Verification letter which states benefit amount. You may obtain this information by calling 877- 382-2363, online by signing up for My Account Page at www.mass.gov/vg/selfservice or by visiting your local DTA office.

New Employer

- Letter from new/current employer verifying effective date of employment, hourly wage, and total hours worked per week.
- Letter from previous employer stating date employment ended.
- All available paycheck stubs
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Increase or Decrease in Wages

- Submit your most recent consecutive paystubs; Biweekly pay cycle (2) and/or Weekly pay cycle (4)
- Disability benefits print-out from Employment Development Department. To request print-out, call 1-800-300-5616
- Social Security Income (SS/SSI) – current award letter or computer print-out from Social Security Administration. To request a print-out, call 1-800-772-1213.
- SSI/SSP State (for elderly or disabled participants): Provide letter/verification of monthly income. You can request a letter by calling the SSP Client Assistance Line at 1-877-863-1128.

FAMILY COMPOSITION CHANGE Addition of a Family Member (Use the add/remove form)

- Birth certificate, Social Security Card
- Registered Alien Card o Marriage Certificate
- Driver's License o A letter from the owner of the subsidized unit you occupy granting agreement to allow the requested addition to the household
- Documentation of income and assets
- For anyone 18-year-old and older: Signed CORI Acknowledgment Form and CORI request Form Removal of a Family Member
 - Letter/Notice from Landlord acknowledging that member being removed no longer resides in the unit.
 - Proof of new residence for member being removed: Copy of Lease, Utility Bill, Piece of cancelled mail showing new address, U.S. Postal Service Change of Address Form, Copy of Driver's License, and or Car Registration showing change of address