



# Metropolitan Development and Housing Agency

## Rental Assistance Department

620 Dew Street • Nashville, Tennessee 37206  
Mailing Address: P O Box 846 Nashville, Tennessee 37202  
Telephone (615) 252-6500 • TDD (615) 252-8599  
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### **REQUEST TO ADD A NEW HOUSEHOLD MEMBER**

If you would like to add a member to your household, you must request permission in advance and in writing from the Rental Assistance Department. The terms of your lease may also require that you to get permission from your landlord to increase the number of people living in the rental unit.

The Rental Assistance Department will consider the following circumstances in deciding whether or not the family's voucher size will be increased:

An increase in voucher size may be approved for children being added to a household by birth child of head of household, birth child of the spouse or registered domestic partner of the head of household, children added through adoption, foster placement or court-awarded custody to the head of household or to the spouse or registered domestic partner of the head of household.

The birth child of any existing household member may be added as long as the addition of that child does not cause overcrowding and does not require an increase in the family's voucher size.

No adults or children may be added to the household without permission. To request permission, please complete the following form and submit to the Rental Assistance Department at the address above.

I am hereby requesting to add the following member(s) to my household:

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>	<u>Social Security No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_  
(Head of household)

Address: \_\_\_\_\_ Soc. Sec. Number: \_\_\_\_\_

**NOTE:** the Rental Assistance Department will contact you regarding the approval or denial of your request. You may also be required to submit full income, employment, criminal history and other information in order to determine the new household member's eligibility and its effect on your family share of rent. Although you have submitted this request, a new household member may not move in until you receive a written response from the Department approving the addition.