

## ADMISSION OF ADDITIONAL ADULT HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

As stated in the Rental Agreement, the resident must report any additional person(s) whom he/she intends to allow to move into the unit, including children, Foster children or adults and Live-in Aides. It is Management's right and obligation to base acceptance of the additional household member upon the following:

- Proposed additional member must comply with the Application requirements. (For Live-in Aide complete form TC-48 "Live-in Attendant Affidavit", not the USDA Rental Application – he/she is not applying for his/her own unit.) Additional adult members are **not** placed on the OneSite Waiting List. They are added through household status under the "Resident" tab in OneSite.
- Eligibility – The proposed additional member must meet the Eligibility Criteria as set forth above in the "Screening Process" section. (Proof of Student Status, Income Eligibility and Credit worthiness is not required for Live-in Aides.)
- Occupancy Standards – The household size, with the proposed additional member included, must comply as set forth in Occupancy Standards. (Note: this must be followed when adding persons less than 18 years of age as well.)
- Lease Compliance Standards – The proposed additional adult member must meet the Lease Compliance Standards set forth above, with the exception that credit worthiness will NOT be assessed.
- Verification of income, assets, etc. - Will need to be completed for the additional member. Unearned income of foster children and earned/unearned income of foster adults will be included. A new 3560-8 Tenant Certification will need to be processed for the household. (Verification of income and assets is not required for a Live-in Aide. Further, their name will not appear on the certification or on the Rental Agreement/Lease. Aides are not considered to be a member of the household. See Form RA-13 for further reference.)

NOTE: Children under the age of 18 years (minors), unless emancipated, will not be required to complete a Rental Application.

However, they must meet all other Screening Process criteria and verification of income, etc. Parents or guardians will complete the paperwork on behalf of all minors, including foster children.

Custody of minors must be verified at the time of admission to assess the dependent allowance and income limit for the household.

PHOTOCOPIES: All adults must be given photocopies of the Rental Agreement and all addenda, including the signed and dated 3560-8 Tenant Certification for their reference as required by the program.