

## HOUSEHOLD CHANGE FORM

The following change is made, and has been approved by CTC as indicated below, in a household to add or delete a family member, child, spouse or partner.

Property Address: \_\_\_\_\_

Residents Under Lease. Complete blank or form that applies.

### Addition of Household Member(s)

Add spouse/partner:

Name: \_\_\_\_\_ (attach copy of photo ID and, if required, University ID and University eligibility information).

Add child(ren):

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

The undersigned current resident and additional resident household member agree that effective as of the date below the new household member is added as a resident to the lease with all rights and responsibilities under the CTC lease. The added household member/resident agrees that he or she will be jointly and severally responsible going forward with the other resident named below for all terms and conditions of the CTC lease. The additional household member has been given a copy, and acknowledges receipt of copies, of the CTC lease, and acknowledges receipt of the CTC lease and the following additional documents that are additional agreements and obligations of the parties: a) the CTC Resident Handbook; b) Unit Condition Checklist; c) Rental Agreement Addendum; d) Lead Based Paint Disclosure e) Lead Paint, EPA pamphlet entitled "Protect Your Family From Lead in Your Home." The additional household member will separately sign and acknowledge a new Lead Based Paint Disclosure form.

AGREED TO:

\_\_\_\_\_ Date: \_\_\_\_\_  
Existing Resident

\_\_\_\_\_ Date: \_\_\_\_\_  
Added Household Member

\_\_\_\_\_ Date: \_\_\_\_\_  
CTC

**Household Deletion**

Property Address: \_\_\_\_\_

Household Member Leaving:

Reason for Deletion:

\_\_\_\_\_  
Name

The undersigned current residents request that the above household member be deleted from the CTC lease. The undersigned remaining resident agrees to the deletion of the household member. The departing household member agrees that the security deposit, and any future patronage refund, shall remain with the unit.

By signing below, the remaining resident agrees to be solely responsible for all rents and obligations under the CTC lease on behalf of the household and consents to the release, without continuing responsibility for future rents and charges, of the departing household member.

\_\_\_\_\_  
Remaining Household Member

\_\_\_\_\_  
Departing Household Member

ACCEPTED BY:

\_\_\_\_\_  
CTC

**Removal of Minor Children from Household**

Notice is hereby given by the household members below, that the minor child or children named below have moved out of the rental unit occupied by the residents.

Names of Child/Children Removed:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
Name

\_\_\_\_\_  
Birthdate

Resident(s):

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

The above change in household has been received and approved by CTC

\_\_\_\_\_  
CTC