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REPORTING REQUIREMENTS

****IMPORTANT****

PLEASE READ CAREFULLY

All changes **MUST** be reported to Warren County Housing Authority within ten (10) days of the date that the change occurred.

This means **ANY** change in household composition or income or allowable expense deduction at **ANY** time during your agreement with this housing authority. For employment, the change **MUST** be reported ten (10) days from the date of hire, **NOT** from the date your check is received.

All changes must be in writing to our office by the tenth day of the month and a request for a decrease in your portion of the rent must be done with a Request for Re-Exam form.

Any change not reported within the ten (10) days, will be cause for termination of assistance and any change not reported within 30 days will be considered intentional misrepresentation and a fraud investigation will begin.

IT IS IMPERATIVE THAT YOU READ AND UNDERSTAND REPORTING REQUIREMENTS. FAILURE TO ASK QUESTIONS REGARDING THIS DOCUMENT INDICATES YOU UNDERSTAND THE CONSEQUENCES FOR FAILURE TO REPORT CHANGES IN A TIMELY MANNER.

****IMPORTANT****