



1420 Fuller Ave. SE | Grand Rapids, MI 49507  
(616) 235-2600 | www.grhousing.org



Head of Household's (HOH)

### Move Out Approval Request

Name: \_\_\_\_\_ Coordinator's Name: \_\_\_\_\_

In order to remove a member from your household, documentation is required as listed below.

**Please provide information on the person to be removed:** (1 person per form)

Name: \_\_\_\_\_ Move Out Date: \_\_\_\_\_  
SS#: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age \_\_\_\_\_  
New Address: \_\_\_\_\_ Relationship to HOH: \_\_\_\_\_  
Source(s) of Income to remove: \_\_\_\_\_

I wish to remove the person named above from my household. I have submitted documentation as marked below to support this removal. I understand that once this person has been removed from the household, they cannot reside in the household without prior approval from the Grand Rapids Housing Commission.

#### Checklist

**FOR GRHC OFFICE USE ONLY**

- NEW LEASE FOR THE PERSON MOVING OUT
- DIVORCE/SEPARATION DOCUMENTS
- ADDRESS CHANGE ON DRIVER'S LICENSE
- ADDRESS CHANGE ON EMP DOCUMENT
- ADDRESS CHANGE ON FOC DOCUMENT
- PERSONAL PROTECTION ORDER
- Other \_\_\_\_\_

Date received \_\_\_\_\_

Staff initials \_\_\_\_\_

\_\_\_ Approved

\_\_\_ Denied/reason

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date