



JCPHA's Request for Change Form

All change requests must be documented and the JCPHA has up to 30 days

(once the documentation has been received from the tenant) to process the request.

Please return to: JCPHA, 302 S. Joplin, P.O. Box 207; Joplin, MO 64802 or fax to: 417-627-2092

or email to: ccarter@escswa.org or ccogdill@escswa.org or sbingham@escswa.org or
cvanstory@escswa.org.

Date: _____

Head of Household's Name: _____

Address, City, State and Zip: _____

My Housing Assistance Coordinator's name is: _____

Please check the appropriate request and ***ATTACH THE REQUIRED DOCUMENTATION:***

- | | |
|--|--|
| <input type="checkbox"/> Change in income (ie., wages stubs) | <input type="checkbox"/> No longer in need of housing assistance |
| <input type="checkbox"/> Change in household members | <input type="checkbox"/> Want to Move with continued assistance |
| <input type="checkbox"/> Please remove from Waiting List | <input type="checkbox"/> Change in Address |
| <input type="checkbox"/> Other type of change or request (please list) | |

Please describe the reason for the change request indicated above:

Participant's Signature

Date

DO NOT WRITE IN THIS AREA... JCPHA STAFF ONLY

Date Received: _____ Documentation Attached? Yes No

JCPHA Staff Signature: _____

Comments: _____