

BRATTLEBORO HOUSING PARTNERSHIPS
PO Box 2275. W Brattleboro, VT 05303
802-254-6071 bhp@brattleborohousing.org

Form to Request Recertification for Rent Calculations Purposes

A recertification can be requested any time your gross income decreases by 10% or more over a 30 day period or your allowable expenses increase by 10% or more ongoing over a 30 day period. This request must be completed within **5 business days** of the change.

Head of Household: _____ phone number _____

Address _____ email _____

Name of person with the change, if not head of household _____

Reason for request:

If it is for a decrease in gross income complete the following:

Gross income before the decrease? _____ Gross income now? _____

Date of change _____

What caused this decrease in income?

Source of income: Name _____ contact _____

Address _____

Attach proof of change (example – pay stubs, etc)

If it is for an increase in allowable expenses complete the following:

What is the amount now? _____

Date of change _____

What has caused this increase in allowable expenses?

Attach proof of the increase.

Please add any information that would be helpful.

NOTE:

Will other changes occur as a result of the change listed above? Yes _____ No _____

_____ Reach Up _____ Unemployment _____ SSI/SSDI _____ Worker's Comp

_____ Child Support _____ Child Care _____ Other (Please specify) _____

Explain the changes _____

BHP will notify you of action taken on this request. If you disagree with the action, you have the right to grieve it at a hearing.

BHP Office use only

Date and method of notification of action_____

Recert granted. Yes No

If yes, recert completed on _____ Result:

If no, reason:

If recertification denied was a hearing requested Yes No If yes, date of hearing_____

Result of hearing: