



HOUSING AUTHORITY OF WASHINGTON COUNTY  
213 Otho Holland Drive, Williamsport, MD 21795  
(P) 301.791.3168 (F) 301.791.2755 www.hawcmd.org

## Section 8 Interim Change Form

It is the tenant's responsibility to provide H.A.W.C. with all supporting documents for the changes indicated below.

- All changes need to be reported within 14 days of the change.
- If a family fails to report a change within the required time frames or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy as a result of failure to report and/or provide timely documentation.

### To Report a Change:

- Change in household composition resulting from birth, adoption or court-awarded custody of a child, death of any household member, or if any family member no longer resides in unit or needs added back to the household.
- Change in a **source** of income, such as change of employer, or change from benefits to wages, wages to benefits, or change in benefit type.
- Any increase or decrease in gross household income.
- Receipt of a deferred payment in a lump sum, such as unemployment, back child support, or social security

Please go to [www.hawcmd.org](http://www.hawcmd.org) and click on the Resident Portal. Login to Rent Café and click on the Report A Change icon on your home page.



Follow the directions and upload the supporting documents as prompted and sign all Household and Member documents.