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Serving elderly, disabled & low income citizens of  
Bristol and Sullivan County, Tennessee  
204 Bluff City Hwy. • Bristol, TN 37620-4215

## **WHAT VOUCHER HOLDERS MUST REPORT TO BRISTOL HOUSING**

**All Voucher Holders Must Report the Following Items to their Bristol Housing HCV Case Worker in Writing within 10 days of the event:**

- New Income
- A Loss of Income
- A Reduction in Income
- An Increase in Income
- New Family Members
- Family Members Leaving the Home
- Repairs Needed at the Unit – After the Landlord has Reasonable Time to Make Repairs
- Telephone Number Changes
- Changes to Utilities – Example: Tenant is now responsible for paying the water at the unit
- Changes to Appliances – Example: Refrigerator supplied by Owner is Removed and Tenant now Furnishes the Refrigerator
- Eviction Notices