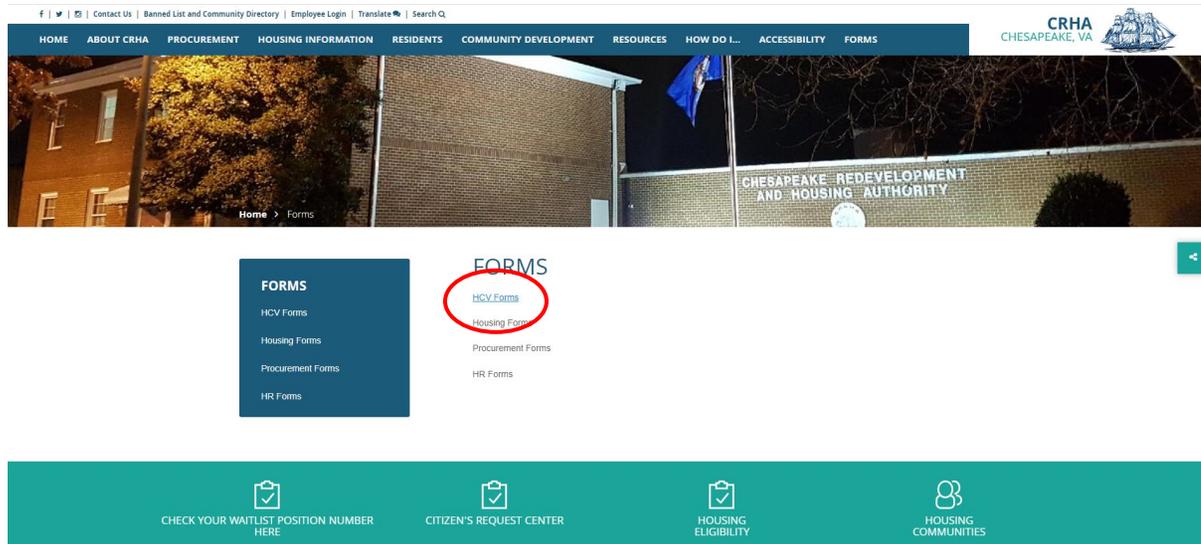


# Steps on How to Submit a Form Through the Website

1. On the Home Page, click on the FORMS AND DOCUMENTS tab.

The screenshot displays the CRHA website's home page. At the top, a dark blue navigation bar contains several menu items: HOME, ABOUT CRHA, PROCUREMENT, HOUSING INFORMATION, RESIDENTS, COMMUNITY DEVELOPMENT, RESOURCES, HOW DO I..., ACCESSIBILITY, and FORMS AND DOCUMENTS. The 'FORMS AND DOCUMENTS' tab is circled in red. To the right of the navigation bar is the CRHA logo and a small image of a ship. Below the navigation bar is a large banner image of a brick building at night with the text 'CHESAPEAKE REDEVELOPMENT AND HOUSING AUTHORITY'. A breadcrumb trail below the banner reads 'Home > Forms And Documents'. The main content area features a dark blue sidebar on the left with the heading 'FORMS AND DOCUMENTS' and a list of links: HCV Forms and Documents, Housing Forms, Procurement Forms, and HR Forms. The main content area has the heading 'FORMS AND DOCUMENTS' and a list of links: HCV Forms, Housing Forms, Procurement Forms, and HR Forms. At the bottom of the page, there is a teal footer with four icons and text: 'CHECK YOUR WAITLIST POSITION NUMBER HERE', 'CITIZEN'S REQUEST CENTER', 'HOUSING ELIGIBILITY', and 'HOUSING COMMUNITIES'. The very bottom of the page contains contact information: '1468 S. Military Hwy. | Chesapeake, VA 23320 | Click for directions', 'Phone: 757.523.0401 | Fax: 757.523.1601 | TDD (For Hearing Impaired) Virginia Relay 7-1-1 | Email: crhava@crhava.org', and 'Powered by Revize | Login'.

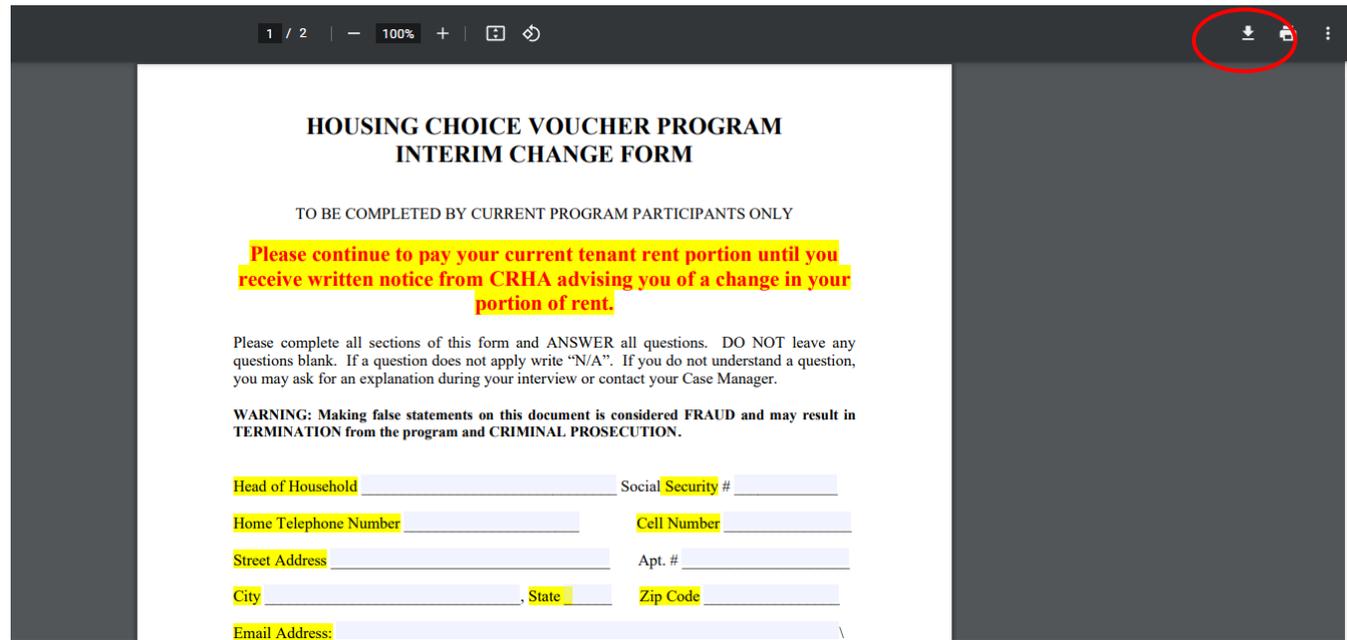
2. When the page comes up, select the kind of forms that you need by clicking on any of the options available. Ex. HCV Forms



3. On the next page, click on the Form that you would like to fill out and submit.



4. When the form comes up, download it to your computer.



1 / 2 | - 100% + | [Print] [Share]

**HOUSING CHOICE VOUCHER PROGRAM  
INTERIM CHANGE FORM**

TO BE COMPLETED BY CURRENT PROGRAM PARTICIPANTS ONLY

**Please continue to pay your current tenant rent portion until you receive written notice from CRHA advising you of a change in your portion of rent.**

Please complete all sections of this form and ANSWER all questions. DO NOT leave any questions blank. If a question does not apply write "N/A". If you do not understand a question, you may ask for an explanation during your interview or contact your Case Manager.

**WARNING: Making false statements on this document is considered FRAUD and may result in TERMINATION from the program and CRIMINAL PROSECUTION.**

Head of Household  Social Security #

Home Telephone Number  Cell Number

Street Address  Apt. #

City , State  Zip Code

Email Address:

5. Locate the downloaded file on your computer and double click on it.  
\*\*If the document does not open, your computer might not have the software to open the document. You will need to install it by downloading **PDF Reader** (for free) on your computer. Click on the following link to download and install the software.  
<https://www.adobe.com/acrobat/pdf-reader.html> .
6. The form is fillable so go ahead and type in your information on the lines provided. When you are done, make sure to save the document.

7. You are now ready to submit your completed form. Go back to the website and submit your form by clicking on the submit tab as shown below.



**FORMS**

- HCV Forms
- Housing Forms
- Procurement Forms
- HR Forms

## HCV FORMS

Date	Form / Document Name	Description	Submit Form
04/26/2022	<a href="#">Applicant Preference Explanation</a>	Information only	
04/26/2022	<a href="#">2022 Payment Standards</a>	Information only	
04/26/2022	<a href="#">Interim / Status Change Form</a>	To be completed by Resident	<a href="#">Submit Interim / Status Change Form</a>
04/26/2022	<a href="#">HCV Applicant Update Form</a>	To be completed by Applicant	<a href="#">Submit Applicant Update Form</a>
04/26/2022	<a href="#">Mutual Rescission Agreement Form</a>	To be completed by Resident / Landlord	<a href="#">Submit Mutual Rescission Agreement Form</a>
04/26/2022	<a href="#">Portability Transfer Request Form</a>	To be completed by Resident	<a href="#">Submit Portability Transfer Request Form</a>
04/26/2022	<a href="#">Request for Tenancy Approval Form</a>	To be completed by Resident / Landlord	<a href="#">Submit Request for Tenancy Approval Form</a>
04/26/2022	<a href="#">Request to Vacate Form</a>	To be completed by Resident	<a href="#">Submit Request to Vacate Form</a>
04/26/2022	<a href="#">Voucher Extension Request Form</a>	To be completed by Resident	<a href="#">Submit Voucher Extension Request Form</a>
04/26/2022	<a href="#">Owner's Application Form</a>	To be completed by Landlord	<a href="#">Submit Owner's Application Form</a>
04/26/2022	<a href="#">Request for Contract Rent Increase</a>	To be completed by Landlord	<a href="#">Submit Request for Contract Rent Increase</a>
04/26/2022	<a href="#">Direct Deposit Form</a>	To be completed by Landlord	<a href="#">Submit Direct Deposit Form</a>
04/26/2022	<a href="#">Add Remove Property Form</a>	To be completed by Landlord	<a href="#">Submit Add Remove Property Form</a>
04/26/2022	<a href="#">W-9 Form</a>	To be completed by Landlord	<a href="#">Submit W-9 Form</a>



8. On the submission page, please fill out all the information asked. Type in NONE or NOT APPLICABLE on the tab that asks for your company information if it does not apply to you.



Edits

**FORMS AND DOCUMENTS**

Edit Left Nav

- HCV Forms and Documents
- Housing Forms
- Procurement Forms
- HR Forms

## SUBMIT INTERIM / STATUS CHANGE FORM

Edit Content Area | Edit Meta Data | Admin Panel | **Help**

Email

First Name

Last Name

Company

Entity ID Number

Street Address

City

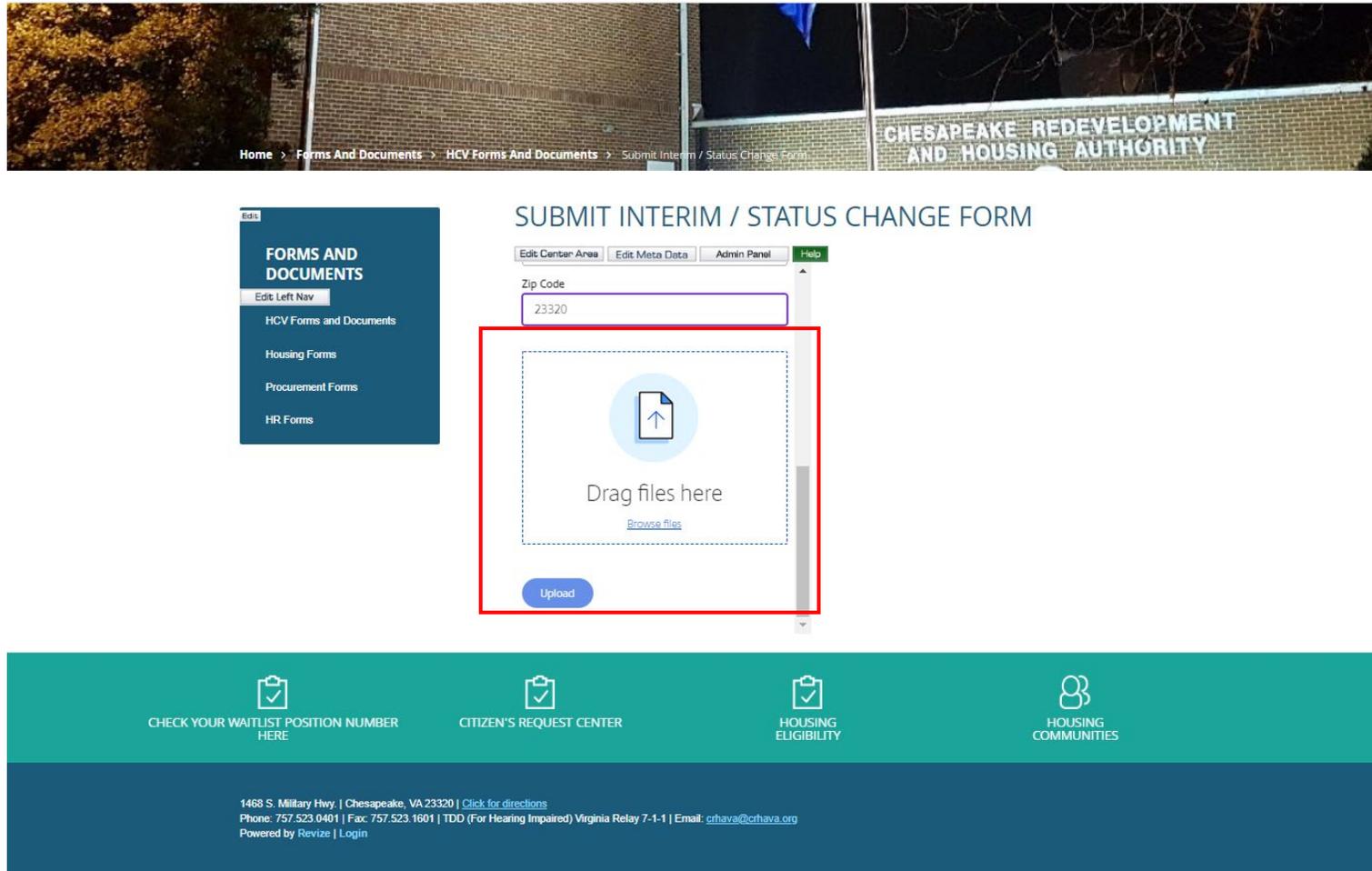
  
CHECK YOUR WAITLIST POSITION NUMBER  
HERE

  
CITIZEN'S REQUEST CENTER

  
HOUSING  
ELIGIBILITY

  
HOUSING  
COMMUNITIES

9. When you are finished filling out all the required information, upload the form as shown below. This is where you attach the completed form that you have saved on your computer.



10. When successful, you will receive an email with detailed information on date and time of the submitted document. A CRHA staff will email you to confirm receipt of your document.