

Deleting a Household Member

All properties are reporting on an annual basis. Please contact our office at 406-841-2840 and ask to speak to Bob, Rena, or Todd if you have any questions.

*If you have not made a change in the unit since last submission, a new effective date will need to be entered before you can delete a household member.

If you have made a change in the unit since last submission, click on view/modify current tenant cert.

Household tab

1. Select household member you want to remove
2. Click the delete button
3. This will delete all income and assets associated with that tenant.
4. Update the unit rent if any known adjustments are made in subsidy.
5. Place notification of tenant leaving on top of last TIC that was completed.
6. Click update to save

Removing Head of Household

General Information tab

Put new head of household information in place of current head of household. (COL will not automatically place remaining member as HOH)

Household tab

1. Select head of household member
2. Click the delete button
3. This will delete all income and assets associated with that tenant.
4. Update the unit rent if any adjustments are made in subsidy.
5. Place letter from head of household on top of last TIC that was completed.
6. Click update to save