

Housing Choice Voucher Program

FAMILY OBLIGATIONS

- 1) The family must supply any information that the Housing Authority (HA) or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status, any requested certification, release or other documentation.
- 2) The family must supply any information requested by the HA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition. The family must report all changes in family composition **in writing** within 15 days of the date of the occurrence. Families who report zero (\$0) income must also report all changes in income **in writing** within 15 days of the date of the occurrence.
- 3) The family must disclose and verify social security numbers and must sign and submit consent forms for obligating required information.
- 4) Any information supplied by the family must be true and complete.
- 5) Repair of the assisted unit for maintenance or normal wear and tear is the responsibility of the owner, however the family is responsible for a Housing Quality Standards (HQS) breach caused by any of the following:
- 6) The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
- 7) The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
- 8) Any member of the household or guest damages the dwelling unit or premises (damages beyond ordinary wear and tear).
- 9) *If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or any HA-approved extension). If the family has caused a breach of the HQS, the HA must take prompt and vigorous action to enforce the family obligations. The HA may terminate assistance for the family.*
- 10) The family must allow the HA to inspect the unit at reasonable times and after reasonable notice.
- 11) The family may not commit any serious or repeated violation of the lease.
- 12) The family must notify the HA and the owner before the family moves out of the unit, or terminates the lease on notice to the owner. Proper notice is considered at least 30 days advanced written notice. When relocating, the family must remove all personal belongings; clothes, furniture, etc., remove any trash and clean the unit.
- 13) The family must promptly give the HA a copy of any owner eviction notice.
- 14) The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- 15) The family must promptly (i.e. within 15 days) inform the HA **in writing** of the birth, adoption or court-awarded custody of a child. The family must request HA approval to add any other family members as an occupant of the unit.
- 16) The family must promptly notify the HA **in writing** if any family member no longer resides in the unit.
- 17) Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.
- 18) The family must not sublease or let the unit.
- 19) The family must not assign the lease or transfer the unit.
- 20) The family must supply any information or certification requested by the HA to verify that the family is living in the unit. The family must promptly notify the HA **in writing** of an absence from the unit.
- 21) The assisted family (including a principal, other interested party, i.e. parent, child, grandparent, grandchild, sister or brother or any member of the family) must not own or have any interest in the unit.
- 22) The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.

FAMILY OBLIGATIONS – Cont'd

- 23) The members of the family may not engage in drug-related criminal activity, or violent criminal activity.
- 24) An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicated federal, State or local housing assistance program.

NOTICE OF ACTIONS WHICH MAY RESULT IN TERMINATION OF HCV ASSISTANCE:

- 1) Failure to comply with any of the above family obligations.
- 2) If any member of the family has ever been evicted from public housing.
- 3) If an HA has ever terminated assistance under the certificate or voucher program for any member of the family.
- 4) If any member of the family commits drug-related criminal-activity, or violent criminal activity.
- 5) If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- 6) If the family currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public housing assistance under the 1937 Act.
- 7) If the family has not reimbursed any HA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- 8) If the family breaches an agreement with the HA to pay amounts owed to an HA, or amounts paid to an owner by an HA. (The HA, and its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to an HA or amounts paid to an owner by an HA. The HA may prescribe the terms of the agreement.
- 9) If the family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
- 10) If the family has engaged in or threatened abusive or violent behavior toward HA personnel.

Failure to comply with any of the above may result in the termination of Housing Assistance.

I hereby certify that I have read and understood the Housing Choice Voucher Program Family Obligations.

Head of Household Signature

Date

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.