

FAMILY OBLIGATIONS FOR THE HOUSING CHOICE VOUCHER PROGRAM

Providing Complete and Accurate Information

1. The family must disclose all sources of income for all family members (including any money received on behalf of or by children, e.g., child support, social security, wages, etc.).
2. The family must supply all required forms and documentation including Social Security numbers and citizenship/immigration status as requested.
3. Any new family member must be reported within 14 days of moving into the unit. Proposed additions to the household are subject to the Housing Authority's (HA) approval and screening process. Anyone receiving mail at the assisted address or spending more than 14 consecutive days at a time (or 30 days/nights in a 12-month period) is considered to be a member of the household.
4. The family must notify the Housing Authority in writing within 14 days if any family member no longer lives in the unit. The family must provide verification of the new address.
5. The family must supply, in a timely manner, any information the HA requests for an annual, interim or special reexamination of family income or composition, or for an investigation of potential family obligation violations.
6. All information supplied by the family must be true and complete. Information submitted will be subject to third party verification.
7. The family must not owe rent or other monies to the HA or to another Housing Authority, unless the family has signed and is current with payments on a Repayment Agreement.

Drugs, Alcohol or Violent Criminal Activity

8. The family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
9. At any time, the HA may terminate assistance if any member of the family, live-in aide or guest engages in:
 - a) Illegal drug related activity
 - b) Violent criminal activity
 - c) Criminal behavior which results in becoming a state registered lifetime sex offender
 - d) Alcohol use that interferes with the health and safety of others
 - e) Other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
10. The HA may deny or terminate assistance if the preponderance of evidence indicates that a family member, live-in aide or guest has engaged in such activity, regardless of whether the activity resulted in arrest or conviction.

Complying With the Lease

11. The family must not commit serious or repeated lease violations. The HA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, written notice from the owner of the serious/repeated lease violation, police reports, arrest logs, neighbor complaints, or other third party information. Violations can include: non-payment of rent, failure to allow the owner to make necessary repairs, unauthorized people in the household, disturbing the quiet and peaceful enjoyment of the premises by others, or criminal activity.
12. The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
13. The family must allow the HA to inspect the unit at reasonable times and after reasonable notice.
14. The family is responsible for any Housing Quality Standards breach caused by the family. This includes:
 - a) Failure to pay for utilities or provide appliances as specified in the lease agreement
 - b) Damage to the unit or premises beyond normal wear and tear caused by any member of the household or guest.
15. The family must live in the unit for the lease term. The family must give proper notice to the owner, with a copy to the HA, in order to move.
16. The family must give the HA a copy of any eviction notice received from the owner.
17. The family must report all absences of 30 days or longer. Absences from the unit are subject to approval by the AHA.
18. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
19. The family must not receive housing assistance in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family. The family cannot own or have any interest in the unit.
20. The family cannot sublease, rent, assign or transfer the unit. Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.
21. An assisted family or member of the family must not receive program assistance while receiving another housing subsidy for the same unit or a different unit under any other federal, state or local housing assistance program.

By signing below, I indicate that I have read the family obligations and agree to abide by them. I realize that if any family member, live-in aide or guest violates one of these obligations, my Housing Choice Voucher participation may be terminated, and I may be subject to civil and criminal penalties. I further understand that if this happens, I will be

Signature ↓

Head of Household Name (Please	Head of Household Signature	Date
Street Address	Spouse/Co-Head Signature	Date
City, State, Zip	Other family member over 18 Signature	Date
	Other family member over 18	Date
	Other family member over 18 Signature	Date