

Family Obligations [24 CFR 982.551]

Following is a listing of a participant family's obligations under the HCV program. When a family is required to provide notice or report a change it must be done in writing to HATC. The family must notify HATC within 10 days of any reportable change.

- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status (24 CFR 5, Subpart E).
- The family must notify the PHA in writing of any changes in income source within 10 days of the change.
- The family must supply any information requested by the PHA or HUD for use in a regularly-scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest. Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.
- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice.
- The family must not commit any serious or repeated violation of the lease.

The PHA 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, or an owner's notice to evict.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Any incidents of, or criminal activity related to, domestic violence, dating violence, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].

- The family must notify the PHA and the owner before moving out of the unit or terminating the lease. The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified but at least 30 days prior to the intended move date.
- The family must promptly give the PHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit. The request to add a family member must be submitted in writing and approved prior to the person moving into the unit.
- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.
- If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied.
- The family must not sublease the unit, assign the lease, 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.
- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.



- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must promptly notify the PHA when the family is absent from the unit. Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 14 calendar days. Written notice must be provided to the PHA at the start of the extended absence. The family must request permission from the HATC for absences exceeding 14 days. The HATC will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 14 days without authorization will be terminated from the program. Authorized absences may include, but are not limited to prolonged hospitalization, long-term stay in a rehabilitation facility, absences beyond the control of the family, and other absences deemed necessary by HATC.
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.
- Family members must not engage in drug-related criminal activity or violent criminal activity or 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.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.
- An assisted family or member of the family must not receive HCV 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.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

Guest Policy

Persons not listed on the above referenced documents are unauthorized persons and may not live in the unit without a written waiver from the owner and the Housing Authority unless they meet the definition of occasional guest as defined below:

Occasional guests are permitted. (The Owner of a particular unit may have more stringent rules with respect to guests, in which case, the Owner's rules prevail.) Occasional is defined as someone who:

- (1) Has a permanent residence elsewhere; and
- (2) The stay is temporary (less than 30 consecutive days) and;
- (3) The cumulative stay is less than 60 days in one year period.

Exceptions may be granted for unusual circumstances with prior Housing Authority and Owner approval.

- I understand that no one can use my address as a mailing address, unless they are an approved household member.

By my signature below, I acknowledge that I have been given an opportunity to ask questions and that I understand my family obligations to the program.

Head of Household _____ Date _____

Other Adult Date

Other Adult _____ Date _____

Other Adult Date