

## FAMILY OBLIGATIONS

Please **READ** the following Family Obligations. **EACH ADULT FAMILY MEMBER MUST SIGN** the ***Most Commonly Violated Family Obligations and Acknowledgement*** page.

The family's participation in the HCV program may be terminated per **Title 24 Code of the Federal Regulations (CFR) Part 982.551** and the Housing Authority's Administrative policy if any family member violates any family obligation under the program for any or all of the following reasons.

### Supplying Required Information

1. The family must supply any information that the Public Housing Authority (PHA) or the US Department of Housing and Urban Development (HUD) determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release, or other documentation.
2. 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 in accordance with HUD requirements.
3. The family must notify the PHA in writing, within 30 days, of all changes in income by any family member.
4. The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information.
5. Any information supplied by the family must be true and correct.

### Housing Quality Standards (HQS) breach caused by the family.

1. The rental unit must be kept in good condition and pass inspection.
2. The family is responsible for any tenant-caused damage or other conditions that violate HQS and must correct the repairs within the specified timeline.
3. The family is responsible for a breach of HQS that is caused by any of the following:
  - a. 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; or
  - b. 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
  - c. Any member of the household or guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).

**Allowing PHA Inspections.** The family must allow the PHA to inspect the unit at reasonable times after reasonable notice.

**Violation of lease.** The family must not commit any serious or repeated violations of the lease. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated lease violations by the victim or threatened victim of the domestic violence, dating violence, or staking, or as good cause to terminate the tenancy, occupancy rights, or assistance of the victim.

**Family notice of move or lease termination.** The family must notify the PHA and the owner before the family moves out of the unit or terminates the lease on notice to the owner.

**Owner eviction notice.** The family must promptly give the PHA a copy of any owner eviction notice. The family must give the PHA a copy of any owner eviction notice within 15 days. This includes 30-day notices, "3-Day Notice to Perform or Quit" as well as other forms of warning notices.

### Use and occupancy of unit.

1. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
2. The composition of the assisted family residing in the unit must be approved by the PHA. The family must notify the PHA in writing, within 30 days, of the birth, adoption, or court-awarded custody of a child.
3. The family must request PHA approval in advance to add any other family member as an occupant of the unit. No other person (i.e., only members of the assisted family) may reside in the unit, except for a foster child or live-in aide with prior approval.

4. The family must promptly notify the PHA in writing, within 30 days if any family member no longer resides in the unit.
  - a. The family must receive in writing the PHA's approval BEFORE adding any other family member as an occupant of the unit.
  - b. The family must notify the PHA in writing within 30 days if any family member is away from the unit for at least 30 days.
5. If the PHA has given approval, a foster child or live-in aide may reside in the unit.
6. 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.
7. The family must not sublease or sublet the unit.
8. The family must not assign the lease or transfer the unit.

**Mail.** The family must not have their mail forwarded to another address. Post Office Box mailing address changes must be pre-approved by the PHA.

**Absence from the unit.** The family must promptly notify the PHA of absences from the unit and supply any information or certification requested by the PHA to verify that the family is living in the unit, or related to family absence from the unit, including PHA-requested information or certification on the purpose of the family's absence.

**Interest in the unit.** The family must not own or have any interest in the unit. The PHA will not approve a Housing Assistance Payment (HAP) contract to any relative of the tenant who is the property owner unless the lease was effective prior to June 17, 1998. The PHA may waive this restriction as a reasonable accommodation for a family member who is a person with a disability. This means that tenants may not rent from family members, including grandparents, parents, siblings, aunts, uncles, nieces, nephews, children, etc.

**Fraud and other program violations.** The members of the family must not commit fraud, bribery or any corrupt or criminal act in connection with the program.

**Crime by household members.** The members of the household may not engage in drug-related criminal activity, 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. Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of tenancy, occupancy rights, or assistance of the victim if the tenant or immediate family member of the tenant is the victim.

1. The Head of Household is responsible for disclosing the criminal activity of ALL family members when asked. If the head of household fails to disclose such activity, the PHA will issue a termination of assistance.
2. Household members may not engage in the use of any illegal drug. The federal government has declared marijuana an illegal drug and its use or possession to be illegal. Marijuana use or possession includes the growing, cultivating, selling, bartering, exchanging or other activity that furthers the proliferation and/or use of marijuana in or near your subsidized unit.
3. Household members may not engage in threatening, abusive or violent behavior toward PHA personnel or contractors.

**Alcohol abuse by household members.** Members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.

**Other housing assistance.** An assisted family, or members of the family, may not receive Housing Choice Voucher assistance while receiving another housing subsidy, for the same unit or for a different unit, under duplicative (as determined by HUD or in accordance with HUD requirements) federal, state, or local housing assistance programs.

**Debts owed.** The family may not breach an agreement with a PHA to pay amounts owed to a PHA.

**NOTE:** People receiving mail at the assisted address are thought to be living in the unit and may be considered unauthorized residents of the rental unit. **DO NOT LET OTHER PEOPLE USE YOUR MAILING ADDRESS.** Additionally, people who are listed as the bill payer for the utilities at a rental unit are thought to be living in the unit and may be considered unauthorized residents of the rental unit.