

## **Family Obligations**

**Please follow the rules to avoid termination**

The Family (including each family member) must:

- Supply any information that the HADC or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- Supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- Disclose and verify social security numbers.
- Sign and submit consent forms for obtaining information as required by HADC.
- 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.
- Supply any information requested by the HADC to verify that the family is living in the unit or information related to family absence from the unit.
- Promptly notify the HADC in writing when the family is away from the unit for more than 30 days.
- Notify the HADC and the owner in writing at least 30 days before moving out of the unit or terminating the lease.
- Use the assisted unit solely for residence by the family that is listed on the HAP Contract and Lease. The unit must be the family's **only** residence.
- Promptly notify the HADC in writing of the birth, adoption, or court-awarded custody of a child.
- Request the HADC and the owner's written approval to add any other family member as an occupant of the unit.
- Request and obtain the HADC's approval before adding a live-in aide to the household.
- Promptly notify the HADC in writing if any family member no longer lives in the unit.
- Pay utility bills and provide and maintain any stove, microwave, and/or refrigerator that the owner is not required to provide under the lease.
- Allow the HADC to inspect the unit at reasonable times and after reasonable notice.
- Give the HADC a copy of any owner eviction notice.
- Not damage the unit or premises other than damage from ordinary wear and tear or permit any guest to damage the unit or premises.
- The family must not commit any serious or repeated violation of the lease.
- Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.
- 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 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. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (sections I.K and I.M), and Chapter 11 (section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit.
- 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 promptly notify the PHA when the family is absent 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 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. (See Chapter 14, Program Integrity for additional information).
- 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. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.
- 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. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.
- 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].
- A family member has engaged in or threatened violent or abusive behavior toward PHA personnel (including a PHA employee or a PHA contractor, subcontractor, or agent).
  - *Abusive or violent behavior towards PHA personnel* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.
  - *Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_