**FAMILY OBLIGATIONS**

**A Family:**

1. MUST supply any information, certifications and releases that HUD or the Housing Authority determines is necessary in the administration of the program. This includes submitting required evidences of citizenship or eligible immigration status and information for use in a regularly scheduled or interim reexamination of household income and composition. You MUST report any change in household size and income in writing to the Housing Authority within 10 days of the change. Information supplied by the household must be true and complete.
2. MUST disclose and verify Social Security numbers and sign and submit consent forms to obtain information.
3. MUST supply any information requested by the Housing Authority to verify that the family is living in the unit or information related to family absences from the unit.
4. MUST notify the Housing Authority in writing if they are going to be away from the unit for more than 30 days.
5. MUST allow the Housing Authority to inspect the dwelling unit at reasonable times after being noticed.
6. MUST notify the Housing Authority and the owner in writing before moving out of the unit or terminating the lease.
7. MUST use the assisted unit for residence by the family. The unit must be the family’s only residence.
8. MUST notify the Housing Authority in writing within 10 days of the birth, adoption, or court-awarded custody of a child.
9. MUST request in writing and receive written approval from the Housing Authority to add any household member (other than birth, adoption, or court-awarded custody) BEFORE the new member moves in.
10. MUST notify the Housing Authority when a household member no longer lives in the unit.
11. MUST receive written approval to add any other household member as an occupant BEFORE the new member moves in.
12. MUST give the Housing Authority a copy of any owner eviction notice.
13. MUST give the Housing Authority a copy of any information they receive from HUD
14. MUST pay monthly rent on time.
15. MAY engage in legal profit making activities in the unit, if such activities are incidental to the primary use of the unit for residence by members of the household.

**MANDATORY DENIAL**

The Housing Authority MUST deny assistance to applicants and terminate assistance for participants:

1. If any member of the household fails to sign and submit HUD or Housing Authority required consent forms for obtaining information.
2. If no member of the household is a U.S. citizen or eligible immigrant.
3. If any member of the household has ever been evicted from Public Housing or terminated from the certificate or Voucher Program for serious violation of the lease.
4. If any member of the household has been convicted of manufacturing or producing methamphetamine.
5. If any member of the household is required to register as a sex offender.
6. If any member of the household is fugitive or felon.

A Family Must:

1. Not OWN OR HAVE ANY INTEREST IN THE UNIT (Exception: You may own manufactured homes and receive assistance with space rent)
2. NOT rent from a parent, child, grandparent, sister or brother of any member of the family. (As part of the reasonable accommodation the HA may approve the owner being a family member.).
3. NOT commit any serious or repeated violation of the lease, not commit fraud, bribery, or any other corrupt or criminal act in connection with program.
4. NOT participate in illegal drug or violent criminal activity, or any other criminal activity, that threatens the health, safety or right to peaceful enjoyment for other residents or persons residing in the immediate vicinity of the premises.
5. NOT sublease or let the unit or assign the lease or transfer the unit.
6. NOT receive Section 8 tenant based 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.
7. NOT damage the unit or premises (other than damages for ordinary wear and tear), disconnect the smoke detector, or permit any guest to damage the unit or premises. The family is responsible for Housing Quality standards breaches as it pertains to Tenant supplied utilities or appliances furnished by the tenant.
8. NOT allow non-household members to use the unit address for any purpose, including a mailing address.
9. NOT allow non-household members to be in the unit more than 14 consecutive days or a total of 30 days in a 12 month period.

A violation of any of your family obligations is considered cause for termination from your housing assistance program. Please be aware of these obligations so we can avoid any misunderstanding or potential problems.

**GROUNDS FOR DENIAL OR TERMINATION OF ASSISTANCE**

The Regional Housing Authority (THE HOUSING AUTHORITY) MAY deny for an applicant or terminate program assistance for a participant for any of the following

1. The household violates any family obligation.
2. Any member of the household commits drug related criminal activity or violent criminal activity. Any member of the household commits fraud, bribery or any act of corruption in connection with any HUD program.
3. The household currently owes money to any Housing Authority.
4. The household violates an agreement with the Housing Authority to pay amounts owed.
5. A family participating in the family self sufficiency program fails to comply without good cause, with the FSS Contract.
6. A family has engaged in or threatened abusive or violent behavior towards Housing Authority personnel, contractors or vendors.
7. If any household member has been terminated under any Certificate or Voucher Program.
8. Any household member whose drug or alcohol abuse interferes with health, safety or peaceful enjoyment of other residents.
9. Non-payment of monthly rent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Head of Household Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Co-Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant Date

***The Housing Authority is an equal opportunity employer and housing provider.***