## FAMILY OBLIGATIONS AND CERTIFICATIONS

The following conditions are grounds on which the Housing Authority (HA) may deny or terminate assistance because of a family's action or failure to act:

## ALL Family members 18 and older must sign.

- Supply any information that HA or HUD determines necessary, including evidence
  of citizenship or eligible immigration status, birth certificates social security cards
  and sign and submit consent forms for obtaining information. Sign and complete
  documentation as requested by HA to complete and/or update your file.
- Supply information and documentation requested by HA or HUD for use in yearly scheduled re-certification examinations or for any other requested reasons.
- Report ANY changes in income to our office within 14 calendar days. (This includes cash assistance, SSI, SSDI, VA, pension, child support alimony, unemployment, workers compensation, job changes, babysitting, wage increases or decreases, contributions etc.) Provide any requested verification of such income.

If you receive a lump sum payment for child support/alimony be advised, the lump sum amount will be calculated in your average monthly payment most likely resulting in an increase in your portion of the rent payment. Please budget accordingly for this additional amount. Other lump sum payments, such as social security, may be counted as an asset.

Please be advised you will be financially responsible to repay the HA for any fraudulent unreported income that results in overpayment in your rental subsidy may be subject to termination from the program.

- Promptly notify the HA in person in writing of the birth, adoption, or court awarded custody of a child. You MUST provide documentation such as birth certificate, social security card and any supporting court documentation requested.
- Notify PHA in writing to request approval to add any other family member as an
  occupant of the unit. The HA requires adults to complete the application and approval
  process before moving in. Any adult residing in a unit without the HA written approval
  will be considered an unauthorized occupant and may result in the need to repay the HA
  for rental assistance funds and/or termination of rental assistance.
- Notify the HA in writing (within 14 calendar days) when the family is away from the unit for more than 21 calendar days.
- Supply any information requested by HA to verify that the family is living in the unit or

information related to family absence from the unit.

- Use the assisted unit for residence by the family. The unit must be the family's only residence.
- Allow the HA to inspect the unit at reasonable times an after reasonable notice.
- Give a written notice to the Landlord and the HA in accordance with the lease before moving out of the unit
- Give the HA a copy of any eviction notices the family receives.
- Pay utility bills and maintain any appliance that the tenant's responsibility as stated in the lease agreement. Failure to do this can result in termination.
- Comply with all timeliness and deadlines for annual re-certifications, interim recertifications and annual inspections.
- I acknowledge that I have been advised that Criminal Activity, including drug-related criminal activity may result in the termination of housing assistance.
- Any serious violation of the Lease Agreement may result in the termination of rental
  assistance. This includes failure to pay rent and/or utilities. The Voucher will not be
  transferred from one assisted unit to another until the HA verifies that the rent and utilities
  are current and the landlord is not owed money for any reason including damage to the
  unit.
- May not receive assistance while residing in a unit owned by a parent, child grandparent, grandchild, sister or brother of any member of the family, unless the HA has determined approval of the unit would provide a reasonable accommodation for a family member who is a person with disabilities.

## **Visitors Policy**

A guest may remain in the unit no longer than 14 consecutive days without PHA approval. PHA policy states If a visitor is at the unit for 50% or more of the time, represent the assisted unit address as their own for receipt of benefits, mail or any other purpose will be considered unauthorized occupants and is in violation of program Family Obligations.

## Acknowledgement

I/We have read and understand the above program Family Obligations and Policies and understand that any violation of these family obligations and policies may result in denial or termination of assistance.

Signature, Head of Household	Date
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Signature, Spouse/Co-Head	Date
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Signature, Other Adult Member (age	18 or older) Date