

**SECTION 8 EXISTING HOUSING PROGRAM
CERTIFIED STATEMENT OF FAMILY OBLIGATIONS**

All information requested by this agency is required to determine initial and/or continued eligibility for participation on the program. You **must** follow all obligations if you wish to remain eligible for the Section 8 Housing Assistance Program.

The Family shall:

- 1) Perform all its obligations under the Existing Housing Program.
- 2) Report all income from all sources.
- 3) Report all changes in Family income and composition in writing immediately as they occur. The composition of the assisted family residing in the unit must be approved by the Housing Authority (HA). The family must:
 - a) Report the birth, adoption or court-awarded custody of a child;
 - b) Request HA approval to add any other family member;
 - c) Promptly notify the HA when a family member no longer lives in the unit.

If the HA gives approval, a live-in attendant or a foster child may live in the unit. Failure to report changes, making false reports and/or allowing unauthorized people in the unit is cause for immediate termination from the program.

- 4) Supply any information that the HA or the Department of Housing and Urban Development (HUD) determines is necessary in the administration of the program. Information supplied by the family must be true and complete. Information includes any requested certification, release or other documentation, including:
 - a) information requested by the HA or HUD for use in a regularly scheduled or interim determination of family income and composition;
 - b) required evidence of citizenship or eligible immigration status;
 - c) disclosure and verification of social security numbers.

The family must also come to any scheduled briefing or counseling appointments.

- 5) Maintain the rental unit. The family is responsible for any violation of Housing Quality Standards resulting from:
 - a) failure to pay for tenant-paid utilities;
 - b) failure to furnish required stove and or refrigerator to be provided by family; or
 - c) damage to the unit or grounds by the family or guests beyond normal wear and tear.
- 6) Allow the HA to inspect the dwelling unit at reasonable times and after reasonable notice. You must be present at the inspection. Failure to be present may result in the loss of your Housing Assistance subsidy.
- 7) Comply with the lease. The family may not commit any serious or repeated violations of the lease.
- 8) Notify the HA and the owner, in writing, at least thirty (30) days before vacating the dwelling unit. If the Family receives an eviction or termination notice from the owner, the Family must contact its HA representative immediately and give a copy of the notice to the HA.
- 9) Cooperate with the HA in finding another unit when the Family's subsidy size changes.
- 10) Pay only the amount authorized by the HA on the approved lease. Any amount paid by the Family other than the authorized amount is considered an illegal side payment and is **cause for termination** of the Housing Assistance subsidy. Additional payments for other amenities may be authorized by the HA only.
- 11) Use the dwelling unit **primarily for residential purposes**. The Family shall use the dwelling unit as the Family's only place of residence, and shall not sublease, let, or transfer the unit or assign the lease.
- 12) Supply any information or certification requested by the HA to verify that the family is living in the unit or notify the HA in advance if the family will be absent from the unit for longer than 30 days, including the purpose of the absence. Even if the family absence is authorized, the family must continue to pay the family portion of rent.

The Family shall not:

- 1) Commit any fraud in connection with the Section 8 Existing Housing Program.
- 2) Engage in drug-related criminal activity or violent criminal activity.
- 3) Threaten or engage in abusive or violent behavior toward HA personnel.
- 4) Own or have any interest in the dwelling unit (other than in a manufactured home assisted under the program). If the owner is a cooperative, the Family may be a member in the cooperative.
- 5) Receive assistance under the Section 8 Existing Housing Program while receiving another housing subsidy for the same or another unit under any other federal, state or local housing assistance program (including other Section 8 programs).
- 6) Allow unauthorized persons to reside in the dwelling unit.

I have read and understood the obligations listed above and agree to abide by them. I also understand that if I fail to comply with one or more of these obligations, I may be terminated from the Program and lose my Housing Assistance subsidy.

Signature of Program Participant

Date